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CRICHTON'S
PHONO-SYLLABIC METHOD
—
PITMANIC SHORTHAND



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Crichton's Phono-Syllabic Method

Not a new system
But a new and perfectly original
method of teaching

Pitmanic Shorthand

Presenting a greatly simplified vowel scheme
together with an original method of
word analysis and syllabication

by
Eugene C. Crichton

For more than twenty-five years a successful teacher
of Pitmanic Shorthand, and Principal Short-
hand Department of Crichton-Shu-
maker Business College
Atlanta

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PREFACE

This volume is placed before the public in the hope that it may be the instrument which will illumine some of the dark places in the science of phonography, and make lighter the burden of the student who is earnestly striving to master the beautiful and useful art. If, in this, the author is successful, he will have fulfilled his highest ambition, and his hope is that he may be classed among those whose efforts have not been in vain, and that mankind may be benefited by his earnest and sincere endeavor.

Eugene C. Crichton.

Atlanta, Ga., Jan. 16, 1917.

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THE ARGUMENT

The great school of shorthand, known as Pitmanic, is by no means the product of a single brain. It has been slowly developed and brought to its present state of perfection through many years of actual use, and to-day represents the foundation of phonography as written by the foremost stenographers and court reporters of the English-speaking world. Such brilliant intellects as Isaac Pitman, Benn Pitman, Munson, Graham, Longley, Marsh, Dement, and hundreds of other earnest and well-informed experts, have each contributed his part toward making Pitmanic shorthand the most perfect and practical method of recording rapid speech, ever devised.

The consonantal outlines of Pitmanic shorthand are practically the same to-day as they were fifty years ago. They have not been changed,—they will not be changed,—because they are logically and scientifically correct. It has been demonstrated that they are absolutely and thoroughly efficient for the most intricate and complicated verbatim reporting. There are many fundamental principles, which time and experience have never changed. The notes and bars of music, by which musical sounds are recorded, are to-day just as they were more than a hundred years ago. The Morse alphabet for telegraphing has never been changed. The principle of the adding machine will never change, nor will that of the typewriter, the phonograph or the telephone, because they were all correct at first.

Many years have passed since any really original and important development has been made in the *teaching* and *application* of Pitmanic shorthand. Unfortunately, the same general method has been followed by all authorities on the subject for more than fifty years. That as beautiful and perfect a system of recording rapid speech as Pitmanic shorthand, should have suffered because of a lack of development and improvement in its *method* of *teaching* and *application*, is indeed to be regretted.

One of the greatest obstacles encountered by the student of orthodox Pitmanic shorthand, as thousands will testify, is the extremely unsuggestive vowel arrangement, together with an utter lack of logical and well-defined method of word analysis and syllabication. This is, indeed, a grievous fault and is unquestionably responsible for innumerable failures. Take for example the word *press*. The unvowelized shorthand outline for this word contains the consonants *p-r-s*. The accented vowel, which is read *somewhere* in connection with these consonants is either *ā*, *ē*, *ō*, or *ū*, but it is impossible for the student to determine *where* the vowel is, or whether there are other vowels in the word. The untrained mind sees only *pers*, or *pe-er-es* "in the second position," and to him it would mean with equal certainty either *praise*, *prose*, *uppers*, *oppress*, *press*, or *appraise*. It is exceedingly difficult for the average student to understand that "ems-jay," "in the second position," means *message*; that "re-gay" means *rag*; that "sen-kay" means *snake*; that "en-ef" means *knife*; etc., etc.

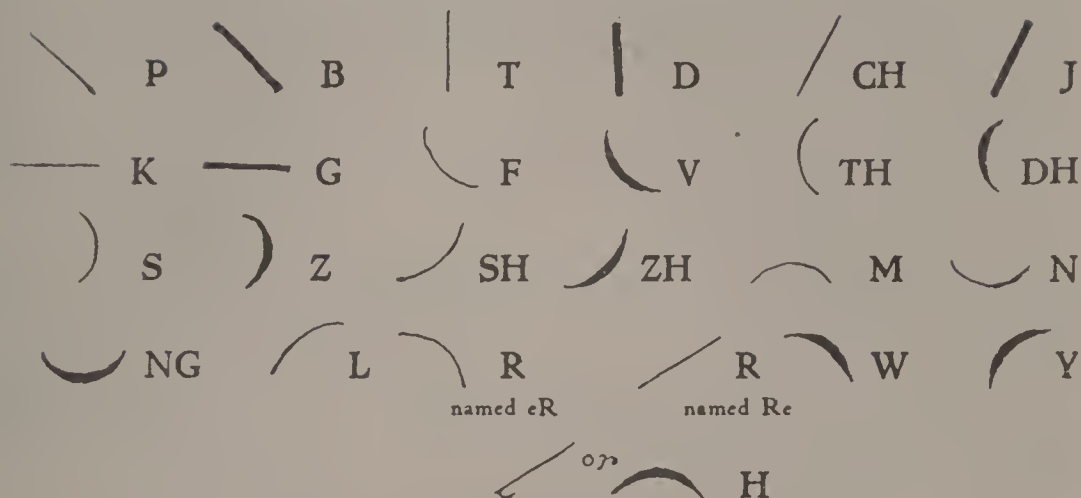
Crichton's Phono-Syllabic METHOD, while adhering to the consonantal outlines of the most approved Pitmanic systems, presents a definite and intelligent vowel scheme, together with an original method of syllabication, so suggestive of the word that the dullest student is at once able to grasp the correct pronunciation. No distinction is made in practical writing between *long* and *short* vowels. When no vowel is *implied* or written short "e" is always understood.

For example, the shorthand outline for the word *press*, is spelled *p r e s*. The outline for *rag* is spelled out *r a g*. The outline for *riches* is syllabized *ri-ehes*. *Soberly* is syllabized *so-ber-ly*, etc., etc.

The student is taught to write and read unvocalized shorthand the day he begins the study. The dots and dashes which have been the "thorn in the flesh" of all teachers of Pitmanic shorthand, for more than fifty years, have practically disappeared. The subject has been simplified and made easy and the student becomes enthusiastic and interested from the beginning.

The author is indebted to many of the most prominent stenographers and court reporters of this city and state for their hearty endorsement and support; to the loyal and enthusiastic co-operation of the thousands of students he has educated, who are to-day proclaiming the merits of his Phono-Syllabic METHOD of teaching Pitmanic shorthand.

Consonantal
SHORTHAND ALPHABET.



MANNER OF WRITING CONSONANT STEMS.

1. The shorthand character, representing a consonant is called a STEM, or a CONSONANT STEM.

2. Upright stems, namely , are written DOWNWARD. Horizontal stems, namely , are written from LEFT to RIGHT.








3. When is the only stem in a word it is always written UPWARD, and is called *Le*. The sign, , for *R*, is more slanting than for *CH*, is ALWAYS written UPWARD, and is called *Re*. The sign, for *R*, is ALWAYS written DOWNWARD, and is called *eR*. The sign, for *H*, is written UPWARD. The sign, (DH), is written for the heavy sound of "th" as heard in the words *thy, they, though*, etc. The sign (TH) is written for the light sound of "th" as heard in the words *thigh, theme*, etc.

4. In shorthand, unsounded vowels, and unsounded consonants are NEVER written. Thus *ba* is written for *bay*; *dha* is written for *they*; *te* is written for *tea*; *mi* is written for *my*; *nu* is written for *knew* or *new*, etc.









Manner of Implying Vowels.

5. Except in rare instances vowels are not written, but are IMPLIED by writing the consonant stem ABOVE, ON, THROUGH or UNDER the line.

6. When a consonant is immediately followed by *a*, the stem sign for this consonant is written ABOVE the line. This is called the "a" position.

Ex.  p a, *pay*.  b a, *bay*.  m a, *may*.  g a, *gay*.  l a, *lay*.
 s a, *say*.  r a, *ray*.








7. When a consonant is immediately followed by *e*, the stem sign for this consonant is written ON the line. This is called the "e" position.

Ex.  b e, *be*.  w e, *we*.  m e, *me*.  k e, *key*.  s e, *see*. Note. — K, — G,  M,  N, and  H are written slightly ABOVE the line when in the "e" position.

8. When a consonant is immediately followed by *i*, the stem sign for this consonant is written THROUGH the line. This is called the "i" position.

Ex.  p i, *pie*.  b i, *buy* or *by*.  d i, *die*.  s i, *sigh*.  m i, *my*.

9. When a consonant is immediately followed by *o*, the stem sign for this consonant is written UNDER the line. This is called the "o" position.

Ex.  s o, *so*.  g o, *go*.  l o, *low*.  f o, *foe*.  sh o, *show*.  r o, *roe*,  b o, *bow*.

NOTE. Proper names are indicated by underscoring, thus:  May.

Translate Par. 6, 7, 8, 9, Lesson 1. Shorthand Lessons commence on Page 53. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 6. pay-p a, may-m a, bay-b a, day-d a, jay-j a, say-s a, they-d h a, way-w a, ray-ra.

Par. 7. tea-t e, me, see-s e, we, key-k e, knee-n e, be, fee-f e.

Par. 8. buy-b i, my-m i, pie-p i, tie-t i, sigh-s i, lie-l i, die-d i.

Par. 9. know-n o, so, toe-t o, woe-w o, show-sh o, low-l o, Joe-J o.

Review. may, we, see, they, bay, pie, say, tea, my, say, sigh, no, way.

Special signs for U, OI or OY, OW and AW.

u or n U. < oi or oy. L ow. - aw.

10. When either of the foregoing signs is to the LEFT of an upright stem, or ABOVE a horizontal stem (see Par. 2), it is read before the stem. When the sign is to the RIGHT of an upright stem, or UNDER a horizontal stem, it is read after the stem. See examples Par. 12, 13, 14, 15.

11. The foregoing signs may be joined to the stem or disjoined. If joined at the BEGINNING of the stem, the sign is read FIRST. If joined at the END of the stem, it is read AFTER the stem.

12. The several sounds of *u*, as in *tub* and *tube*, *oo* in *foot* and *food*, are all written with the sign for *u*. The stem is invariably placed in the "e" position. The sign may be written perfectly upright, thus, ^u or ⁿ, or may be slanting, thus ^u or ⁿ.

Ex. ^u n u, new, knew. ^u p u, pew. ^u s h u, shoe.
^u h d u, due. ^u c h u, chew. ^u up.

13. *oi* or *oy*, as heard in the words *boy*, *toy*, *joy*, *oil*, etc., is written with the sign, <. The stem is placed in the "i" position.

Ex. < boy. < toy. < joy. < oil.

Translate Par. 12 and 13, Lesson 1.

14. *ow*, as heard in the words, *cow*, *now*, *vow*, *our*, etc., is written with the sign, L. The stem is placed in the "o" position.

Ex. ^o kow, cow. ^o vow. ^o row. ^o out. ^o owl.

15. When *a* has the sound of *aw*, as in *all*, *law*, *jaw*, *saw*, *awed*, etc., it is written with the sign, -. The stem is placed in the "a" position.

Ex. ^a law. ^a saw. ^a paw. ^a jaw. ^a awed. ^a all, awl.

Translate Par. 14 and 15, Lesson 1. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 12. few-f u, pew-p u, shoe-s h u, knew-n u, us, Sue-S u.

Par. 13. toy, boy, oil, joy.

Par. 14. now, vow, owl, out.

Par. 15. saw, raw, all.







Review. we, know, she, may, see, me, go, boy, toy, cow, row, saw, law, rue, knew.

JOINING CONSONANT STEMS.








16. Consonant stems are joined without lifting the pen. The SECOND begins where the FIRST ends; the third begins where the second ends, etc.

17. When a word is composed of two or more consonant stems, the FIRST UPRIGHT stem is written in the position of the vowel following the FIRST consonant.









18. When *a* follows the first consonant in a word, the FIRST upright stem is written ABOVE the line.



Ex.  kap, *cap*.  rag.  raj, *rage*.  rak, *rake*.
 fam, *fame*.  kab, *cab*.

19. When *e* or *u* follows the first consonant in a word, the FIRST upright stem is written ON the line.







Ex.  kep, *keep*.  much.  mush.  tech, *teach*.  pech, *peach*.  rug.  bug.

Caution. Note that the first upright stem in the words “keep,” “much,” and “mush” is ON the line.

Note. In such words as  view.  dew  chew.  much.  Dutch.  fume.  come, etc., it is unnecessary to write the sign  for *u*, because no words can be formed by supplying *e*.

It is also unnecessary to write the signs  and  for *oi*, *oy*, and *ow*, when no words can be formed by supplying *i* or *o*.







20. When *i* follows the first consonant in a word, the first upright stem is written THROUGH the line.


Ex.  dip.  pich, *pitch*.  rich.  hich, *hitch*.  nip.  fif, *fife*.

Caution. Note that the first upright stem in the words “nip” and “hitch” is THROUGH the line.






Translate Par. 18, 19, and 20, Lesson II.

21. When *o* follows the first consonant in a word, the first upright stem is written UNDER the line.



Ex.  mop.  kop, *cop*.  rop, *rope*.  fop.  fom, *foam*.  mob.

22. Caution. Inclined stems, namely , should be written more SLANTING than usual when in the "o" position. If thus written they will not interfere with "a" position words on the following line. See Ex. under Par. 21.

23. When a word is composed altogether of horizontal stems, the FIRST stem is written in the position of the vowel immediately following it.

Ex.  n a m, *name*.  k u m, *come*.  k a m, *came*.
 n o k, *knock*.  m u m.







24. Doubling a straight stem repeats it.




Ex.  k a k, *cake*.  p i p, *pipe*.









Translate Par. 21 and 23, Lesson II. Translate Review words.

Long and Short Vowels.


25. In practical work it is rarely necessary to distinguish between long and short vowels. The several sounds of "a" as in the words, *at*, *ate*, *law*, *par*, etc., are all implied by the "a" position. "ee" in *feet*, "ea" in *meat*, and "e" in *met* are implied by the "e" position. "i" in *pine* and "i" in *pin* are implied by the "i" position. "o" in *ode* and "o" in *odd* are implied by the "o" position. "u" in *tub* and *tube*, and "oo" in *foot* and *food*, are implied by the "e" position.

Ex.  p i k e or *pick*.  r e a c h or *wretch*.  t u b or *tube*.  b a c k or *bake*.  p a l m.  h a c k or *hawk*. See sign for "aw," Par. 15.

26. While it is rarely necessary to distinguish between long and short vowels, distinction may be made when desired by writing a heavy dot, to indicate that the vowel is a long or heavy vowel, and a light dot to indicate that the vowel is a short or light vowel. The sign for "u" may be made longer; thus,  or  for "u" in *tube* and "oo" in *food*. "a" in *palm* may be indicated thus,  *palm*.

Ex.  p i c k,  p i k e.  t a k e.  t a c k.  r e a c h.  w r e t c h.
 t u b e.  t u b.

Written Vowels, Called Ticks.

27. "Tick" defined. A "tick" is a consonant stem shortened to about one-fourth its ordinary length. Just as each full length stem has its special name, so these ticks are named as follows:  Poid.

 Toid.  Doid.  CHoid. —  Koid.  Noid.

28. The syllable "oid" means like, or resembling. Therefore, \backslash Poid is a tick resembling P. \mid Toid is a tick resembling T. Moid \circ and Noid \cup resemble M and N, but are more elliptical.

When the Vowel is Written.

29. As has already been explained, the POSITION vowel generally follows the FIRST consonant in the word. In some words, however, there are other vowels that should occasionally be written. For instance *a* in *mika-mica*; *a* and *o* in *demagog-demagogue*; *a* in *amid*; *e* in *enuf-enough*; *i* in *nekti-necktie*, etc.

30. It will readily be seen that the vowels noted above can not be IMPLIED by the position of the first consonant stem, for the reason that they do not immediately follow the first consonant in the word. Such vowels are therefore written with what are called "tick" signs, as follows:

31. "a" and "o" are written with a tick sign, struck at right angles to the stem, and in the middle. By the middle is meant half way between the beginning and end of the stem. The tick is made light for "a," and shaded for "o."

Ex. \backslash aP. \backslash oP. $-|$ aD. $-|$ oD. \cup aN. \cup oN. \backslash aF. \backslash oF.

32. When the tick is to the left of an upright stem, or above a horizontal stem (see Par. 2), it is read before the stem. When to the right of an upright stem, or under a horizontal stem, it is read after the stem.

33. For the present the tick signs are not joined to the stem, and do not affect the position of the word.

Ex. \backslash k a b a j, *cabbage*. \backslash m i k a, *mica*. \backslash f a d h o m, *fathom*. \backslash a p e r, *appear*. \backslash a w a, *away*. \backslash S h i k a g o, *Chicago*. \backslash a b u v, *above*.

34. "e" is written with an inclined tick, thus, \backslash or $/$, always at the beginning of the stem. "i" is written with the sign, \vee , always at the beginning of the stem.

Ex. \backslash e n u f, *enough*. \backslash e v a d, *evade*. \backslash n e k t i, *necktie*. \backslash r e v e n u, *revenue*.

35. Final *y* is written with the "e" tick, and is always joined to the stem.

Ex. k o p y, copy. navy. meny, many baby
fifty. ninety.

Translate Par. 33, 34, 35, Lesson II.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 18. bake-bak, match-mach, latch-lach, fame-fam, tame-tam, bag, Jack-Jak, cap-kap, laid-lad, shape-shap, badge-baj.

Par. 19. peach-pech, leg, check-chek, peg, deem-dem, leaf-lef, cub-kub, cup-kup, much, Dutch-Duch, dumb-dum.

Par. 20. pitch-pich, rich, knife-nif, dip, tip, Dick-Dik, time-tim, pith, pig.

Par. 21, 22. mob, mock-mok, poach-poch, rob, rod, shop, chop, foam-fom.

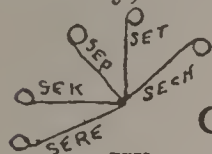
Par. 23, 24. name-nam, come-kum, knock-nok, neck-nek, make-mak, kick-kik, bib.

Par. 27 to 33. attack-atak, attach-atach, baggage-bagaj, package-pakaj, meadow-medo.

Par. 34. enough-enuf, evade-evad.

Par. 35. baby, many, tiny, fifty.

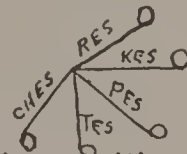
Review. make, bake, beg, peg, pig, rig, check, match, mash, enough, fathom, peach, rag, rage, necktie, vanity, making, dip, rope, chimney, cake, kick.



S-CIRCLE.

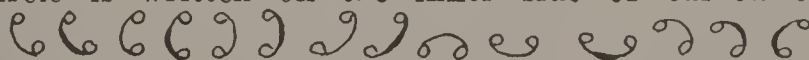
General Rule For the Use of the S-Circle.

36 When s begins or ends a word or syllable it is written with a small circle, thus, , called the s-circle. At the end of a word or syllable this circle is written for s or z.



Manner of Writing the S-Circle.

37. The circle is written on the right side of and on the upper side of , thus, The circle is written on the inner side of curved stems, thus,



38. When between two straight stems, forming an angle, the circle is written on the outside of the angle, thus,

39. When between a straight and curved stem the circle is written on the inner side of the curved stem, thus,

S-Circle Series Named or Vowelized.

40. The signs in Par. 37 are called the *s-circle* series, and are NAMED or vowelized as follows:

Initial s. \ seP. \ seB. | seT. | seD. / seCH. / seJ.
 — seK. — seG. C seF. C seV. 9 seSH. o seM. e seN.
 e seNG, etc.

41. Final s. \ Pes-z. \ Bes-z. | Tes-z. | Des-z. / CHes-z.
 / Jes-z. — Kes-z. — Ges-z. o Mes-z. e Nes-z. 9 Wes-z.
 C Yes-z. o Hes-z. / Res-z, etc.

42. When the circle is both at the beginning and end of a stem, the three consonants are pronounced as briefly as possible, placing the vowel after the first s.

Ex. \ sePs. \ seBs. | seDs. — seKs. — seGs. o seMs.
 e seNs. 9 seRs. 9 seSHes. / seCHes. / seJes, etc.

Name syllables Par. 40, 41, 42, Lesson III.

Explicit Rules for Writing and Reading the S-Circle:

43. The *s-circle* is written when a word begins with s. The position vowel is read between s and the consonant stem.

Ex. \ sap. \ sup. — seek. C sofa. | sit. e sin. e sun. / soil.

44. The *s-circle* is written when a word or syllable ends with s or z. The position vowel is read, as usual, after the consonant stem.

Ex. \ pass. \ pause. / boys. | tiz, ties, — noz, nose.
 — kows, cows. — race. / jaws. — gas. e nis, nice. / shoes.

45. The *s-circle* is written when s begins and ends a word or syllable. The position vowel is read AFTER the initial s.

Ex. \ saps. | sits, sights. | sides. e seems. — siks, six.
 — sajes, sages. — sags. / sips. / sobs. e saves.

46. When the position vowel does not come immediately after the initial s as per Par. 43 and 45, but after the STEM, this condition is indicated by turning a small curl on the opposite side of the stem.

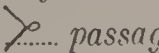

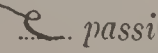
Ex. / sty. \ space. 9 sky. e sneeze. / slice. — scheme.
 e skip. e slang. e snow. e sleep. / slip.

47. In the middle of words the *s-circle* is written for either *s* or *z*, and the entire outline is pronounced, if possible, in the same syllable.



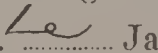

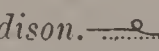
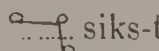



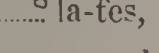

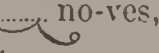
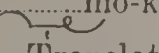

Ex.  risks.  desks.  mask.  hasp.  wasp.

Translate Par. 43, 44, 45, 46, 47, Lesson III.

48. As has already been explained, when an *s-circle* stem begins a word its vowel is always known. See Examples Par. 43, 44, 45 and 46. When the *s-circle* stem does not begin the word, its vowel is, of course, not known unless written with its tick sign. If, however, (in words of more than one syllable), this *s-circle* stem be called by its name, Par. 40, 41, it will rarely be found necessary to write a vowel.

For instance, the outline,  passage, should be syllabized, pa-sej. and NOT pas-ja.  music, should be syllabized, mu-sek, and NOT mus-ka, or ems-ka.  passive, should be syllabized, pa-sev, and NOT pas-ve.

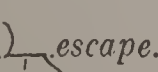
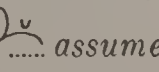

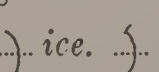
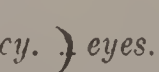
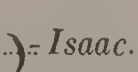
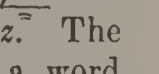
Note carefully the syllabication of the following words:

 le-sen, lesson.  ma-sen, mason.  Jak-sen, Jackson.
 Ma-de-sen, Madison.  ku-sen, cousin.  siks-tes, sixties.
 vi-sen-e-ty, vicinity.  re-set, receipt.  jus-tes, justice.
 la-tes, lattice.  fa-sen-ing, fastening.  no-ves, novice.
 mo-ka-sen, moccasin.  fa-sel-e-ty, facility.












Translate Par. 48, Lesson III. Note that words of two syllables beginning with a consonant are generally accented on the FIRST syllable.





When the Stem Sign is Written for *S* or *Z*.

49. When a word begins with a vowel, and is followed by *s* or *z*, the stem sign takes the position of this vowel. When *s* or *z* is the ONLY consonant in a word the stem sign is written.

Ex.  escape.  assume.  aside.  ice.  icy.  eyes.  Isaac.

50. The stem sign is written when a word begins with *z*. The stem sign is written when *s* or *z* is the last consonant in a word followed by a vowel. This vowel is understood to be *i* or *y* unless written with its tick sign.

Ex.  zinc.  zealous.  zero.  busy.  fussy.  juicy.
 noisy.  rosy.  Lucy.  daisy.  lasso.

51. The stem sign is written when there are two vowels between initial *s* and the following consonant. Ex.  Siam.  Suez. The stem sign is written when there are two vowels before final *s*. Ex.  chaos.  pious.

Translate Par. 49, 50 and 51, Lesson III. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 43. sap, sob, safe, save, sash, seek, sack-sak, sag, sage-saj, seem, sin, sing, sang.

Par. 44. pass, buys-biz, days-daz, pies-piz, chase, jaws, boys, cows-kows, fuss, mass, lace, nose, ways, yes, race, rice.

Par. 45. saps, sights-sits, sides, seeks, sags, sages-sajes, sashes, socks-soks.

Par. 46. spy, sty, sky, stews-stus, slice, snows, slays, sneeze, sways.

Par. 47. task, musk, desks, risk, wisp.

Par. 48. mason, fasten-fasen, missing, passing, passage-pasaj, amusing, justice, reasons.


Par. 49. ask, assume, escape-eskap, say, asp.

Par. 50. fussy, Lizzie, racy, cozy-kosy.

Par. 51. chaos-kaos, pious.









Review. sick, pass, saps, seems, slice, massive, sages, sags, sashes, snows, six-siks, lay, riches, ask, escape, rosy, Jessie, fussy.









SMALL LOOP FOR ST or ZD.

52. When *s* is immediately followed by *t*, forming *st*, as in the words *step*, *cost*, *lost*, etc., these two letters are represented by a small loop, thus,  called the *st-loop*. This loop is also written for final *zd*, as heard in the words *amazed*, *raised*, *praised*, etc.

St-Loop Series Named or Vowelized.

53. The *st-loop* series are named in precisely the same manner as the *s-circle* series, thus:









54. Initial *st-loop*.  steP.  steB.  steT.  steD.  steCH.
 steK.  steM.  steR, etc.

55. Final *st-loop*.  Pest.  Best.  Test  Dest.  Jest.
 Mest.  Nest.  West, etc.










Note. In ordinary print CAPITAL letters represent consonant STEMS, and small letters represent the circles, loops, and other modified consonants that will be introduced later. See foregoing examples.

Manner of Reading Position Vowel.

56. The *st-loop* is written when a word begins with *st*. The position vowel is read BETWEEN *st* and the following consonant stem.















Ex.  step.  staff.  sticks.  sting.  stem.  stags.
 stages.  state.

57. The *st-loop* is written when a word or syllable ends with *st* or *zd*. If desired the loop may be shaded for *zd*. The position vowel is read as usual after the first consonant in the word.






Ex.  past.  best.  dust.  just.  gazed.  list.  dazed.
 spaced.  sliced.

Translate Par. 56, 57, Lesson IV.

58. When a stem with its *st-loop* does NOT begin the word, its vowel is, of course, not known. It is therefore called by its name as per Par. 55.


Ex.  CHe-Pest, *cheapest*.  Li-Test, *lightest*.  Ri-CHest, *richest*.
 sa-Dest, *saddest*.  Me-Nest, *meanest*.  Fi-Nest, *finest*.
 No-Test, *noticed*.  Ke-Nest, *keenest*.  su-Nest, *soonest*.
 Ru-Dest, *rudest*.  se-Kost, *seacoast*.  Re-dust, *reduced*.
 TeM-Pest, *tempest*.  Lo-Dest, *loudest*.

59. When a vowel follows *st*, as in the words, *rusty*, *justice*, etc., the *s-circle* and *T stem* must be written. The vowel following T is understood to be *i* or *y* unless written with its tick sign.





Ex.  rusty.  hasty.  Jus-Tis, *justice*.  bestow.  lusty.

Translate Par. 58, 59, Lesson IV. Note. Words of two syllables, beginning with a consonant, are generally accented on the first syllable.












Large Circle for the Syllables **SES** and **SEZ**.

60. A large circle, about four times the size of the *s-circle*, thus, , called *ses* or *sez*, is written for the syllables, *sas*, *ses-z*, *sis-z*, *sos*, *sus*, as heard in the words, *basés*, *passes*, *raises*, *Mississippi*, *Sussex*, etc. The *ses-circle* is joined to the stem either initially or finally, in precisely the same manner as the *s-circle*.




61. The *ses-circle* is written when a word begins with *ses*, *sis*, *sos*, or *sus*. The stem takes the position of the vowel coming between the first and second *s*.


Ex.  *sis*-TeM, *system*.  *sis*-eM, *schism*.  *ses*-eN-iNG, *seasoning*.  *sus*-eKs, *Sussex*.






62. When either *sas*, *ses*, *sis*, *sos*, or *sus*, occurs in the middle or at the end of a word the *ses-circle* is written, and is pronounced, *ses* or *sez*.

Ex.  *noses*.  *spices*.  *raises*.  *voices*.  *Mississippi*.  *Ne-ses*-Ty, *necessity*.  *Re-ses*T, *resist*.  *sneezes*.  *Moses*.  *roses*.  *juices*.








63. Should it be desired to express the exact vowel heard in the syllables *sas*, *ses*, *sis*, *sos* or *sus*, this vowel may be written with its tick sign. See Par. 31 and 34.


Ex.  *Re-sis*T, *resist*.  *sus*-eKs, *Sussex*.  *De-sis*-iV, *decisive*.






64. A large loop, about four times the size of the *st-loop*, thus, , called the *ster-loop*, is written for the syllables *ster*, or *sture*, as heard in the words, *master*, *Rochester*, *mixture*, *fixture*, etc. This loop is never written at the beginning of a word, and is pronounced "ster."

Ex.  *Lester*.  *Ro-CHester*, *Rochester*.  *yesterday*.  *roadster*.  *pastor*.

65. When *s* follows the *st-loop*, *ses-circle* or *ster-loop*, it is written with the *s-circle*.

Ex.  *pastes*.  *tastes*.  *dusts*.  *recesses*.  *possesses*.  *masters*.  *dusters*.

66. The sign, , pronounced *eks*, is written for the first syllable in the words, *exceed*, *excite*, etc. The second vowel in the word determines the position of the outline.

Ex.  *excite*.  *exceed*.  *excused*.  *exercised*.
 *exchange*.

Translate Par. 61, 62, 63, 64, 65, and 66, Lesson IV. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 56. stop, stub, state, stitch, stayed-staD, stage-staJ, stag, stem, stock.

Par. 57. past, boast, dust, chest, jest, cast-Kast, gust, fast, raised, voiced, sneezed, most, spiced, sliced, least, dazed-Dazd, cost-Kost.

Par. 58. latest, cheapest, finest, noticed, tempest, sickest, refused-ReFuzd.

Par. 59. misty, rusty, tasty, hasty, bestow, justice, lusty.

Par. 61. system, season.

Par. 62. passes, abuses, faces, noses, houses, sneezes, losses, misses.

Par. 64. pastor, master, buster, shyster, monster, yesterday, Rochester.

Par. 65. pastes, lists, masts, nests, masters, dusters, monsters.







Par. 66. expose, excite, exceed.












Review. step, stitches, costs, stage, stag, master, mast, masses, past, passes, lists, sticks, notices, guest, ghost, Moses, houses, causes, slices.

GENERAL RULE FOR THE USE OF L, R, and SH.

(The stem signs for these consonants are sometimes written upward and sometimes downward).

67. In NAMING the stem signs for L, R and SH, a vowel is pronounced before the consonant to indicate that the stem is a *down-stroke*, and after to indicate that the stem is an *up-stroke*. For instance the *down-strokes* for L, R and SH are named eL, eR and iSH. The *up-strokes* for these consonants are named Le, Re and SHe. Therefore when ANY vowel comes BEFORE L, R or SH, the *down-stroke* is written. When ANY SOUNDED vowel comes AFTER L, R or SH, the *up-stroke* is written. When *no* vowel is written or implied, the stem is called by its name.


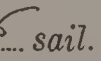



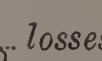

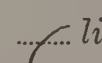
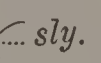
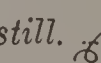

Ex.  La-M, *lame*.  F-eL-iNG, *feeling*.  B-aL, *bale*.
 eR-Le, *early*.  Be-Re, *berry*.  A-Me-Re-Ka, *America*.

 Ri-Le, *Riley*,  De-La, *delay*.  F-iSH, *fish*.  Fi-SHe, *fishy*.  Pa-Re-Ty, *parity*.  Pu-Re-Ty, *purity*.  F-iR, *fire*.
 T-eR, *tear*.  sP-iR, *spire*.  st-oR, *store*.  sto-Re, *story*.

Explicit Rules for the Use of L, R, and SH.

Uses of Le, written upward.


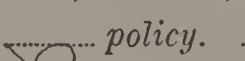

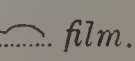



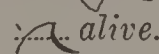
68. When L is the only consonant stem in a word.

Ex.  lay,  sail.  slay.  stale.  lasts.  losses.
 lustre.  lie.  sly.  still.  slice.



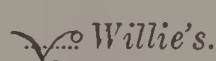
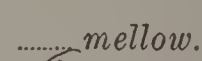

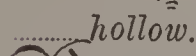

69. When L begins or is the first stem in a word.

Ex.  life.  leg.  loom.  lad.  look.  leaf.

70. Generally in the middle of words, and ALWAYS when a vowel follows L. (See General Rule, Par. 67.) Always before downstrokes.

Ex.  delaying.  policy.  following.  film.
 slave.  sling.  milk.  alive.


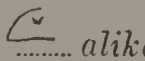
71. When L is the LAST consonant stem in a word followed by a vowel. This vowel is understood to be *i* or *y*, unless written with its tick sign. (See Par. 67.)

Ex.  Billy.  jelly.  Willie's.  mellow.  hilly.
 hollow.  delay.



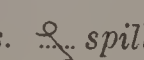
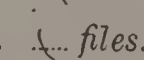




Translate Par. 68, 69, 70 and 71, Lesson V.

Uses of eL, written downward.

72. When L is the first consonant in a word beginning with a vowel, and is next followed by a horizontal stem. The stem is written in the position of the vowel beginning the word. (See Par. 67.)

Ex.  elm.  alum.  elks.  alike.  eliminate.

73. When L is the last consonant stem in a word. In the middle of words when the syllable ends with L. (See General Rule, Par. 67.)

Ex.  pale.  bales.  spill.  files.  feeling.  piling.
 boils.  coil.

Translate Par. 72 and 73, Lesson V.

Uses of Re, written upward.

74. When R begins a word, or is the first consonant stem followed by a vowel. (See Par. 67.)

Ex. ray. rye. rue. riches. rages. rags. ripe. series. rose.

75. Always before upright stems, and generally in the middle of words.

Ex. parks. searching. borrowing. starching. Paradise. America. earth.

76. When R is the last consonant stem in a word followed by a vowel. This vowel is understood to be *i* or *y* unless written with its tick sign.

Ex. fiery. berry. weary. sorrows. narrow. story. furies.

Translate Par. 74, 75, 76, Lesson V.

Uses of eR, written downward.

77. When R is the first or only consonant stem in a word BEGINNING with a vowel. The stem is written in the position of the vowel beginning the word.

Ex. air. ears. arrest. arms. ark. argue. early. hours. army.

78. When R is the last consonant stem, and no sounded vowel follows. Sometimes in the middle of a word. (See General Rule, Par. 67.)

Ex. fire. fiercely. spire. star. sire. spar. par. farming.









79. ALWAYS before M. Ex. room. storm.

Translate Par. 77, 78, 79, Lesson V.

Uses of iSH and SHe.

80. The stem SH is generally written downward, being then called iSH. When, however, SH is the last consonant stem in a word followed by a vowel it is written UPWARD, being then called SHe.

The vowel following is understood to be *i* or *y* unless written with its tick sign.

Ex.  she.  shakes.  shame.  sashes.  fish.  fishy.
 bush.  bushy.

Translate Par. 80, Lesson V. Translate Review words, Lesson V.

Write in shorthand the following words, reading carefully paragraph referred to before translating. *Read Par. 67.*

Par. 68. lie, lay, Lee, sail, lace, lies, last, stale, lists, leases.

Par. 69. like, leave, lame, lake, lime, latch, laid, ledge (lej), leg.

Par. 70. bulk, delaying, policy, milk.

Par. 71. fully, dolly, folly, hilly, valley, Bailey, Willie, willow.

Par. 72. elks, elm.

Par. 73. peel, pile, spill, files, bale, bill, gale, feeling, baling.

Par. 74. rye, row, race, rags, rugs, reap, ride, rage (raj), rich, richest, wreck (rêk).

Par. 75. barks, fearing, searching, survey.

Par. 76. fury, merry, Mary, Jerry, cherries, parry, berry, narrow (naro), starry.

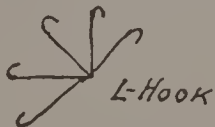
Par. 77. ear, ark, early, ears, oars, arm, ire.

Par. 78. fears, fires, par, bars, spire, sire, star, fiercely.

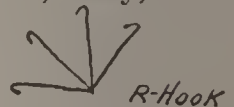
Par. 79. ream, Rome, storms.











Par. 80. shy, shame, sash, mush, fishy, bushy, lash, cash.











Review. jelly, Carrie, berry, fury, merry, ire, oars, lay, last, slice, slim, slack, fish, fishy, riches, ridges, rags, bill, Billy, fair, fairy, bear.























L AND R HOOKS.



81. A small hook, at the beginning, and on the circle side of a straight stem is an *l-hook*. Thus:          

82. A small hook, at the beginning, and on the opposite side of a straight stem is an *r-hook*. Thus:          

83. A large hook, at the beginning, and on the INNER side of a curved stem is an *l-hook*. Thus:          

84. A small hook, at the beginning, and on the INNER side of a curved stem is an *r-hook*. Thus:          

L and R Hook Stems Named or Vowelized.

85. The *l* and *r-hook* stems are NAMED or vowelized by pronouncing *short e* between the consonant represented by the stem and the *l* or *r-hook*.

Straight stems.

86. *l-hook*. \ Pel. \ Bel. | Tel. | Del. / CHel. / Jel. — Kel.
 — Gel. / Rel. *r-hook*. \ Per. \ Ber. } Ter. } Der. / CHer.
 / Jer. — Ker. — Ger.

Curved stems.

87. *l-hook*. C Fel. C Vel.) SHel.) ZHel. (THel. (DHel.
) eSel.) eZel. C Mel. C Nel. \ Wel. C Yel. C Hel.
r-hook. C Fer. C Ver.) SHer.) ZHer. (THer. (DHer.
) eSer.) eZer. C Mer. C Ner. \ Wer. C Yer. C Her.
 \ eRer.

Name syllables Par. 86, 87, Lesson VI.

General Rule for the Use of L or R Hook.

88. The *l* or *r-hook* is written whenever *l* or *r* is pronounced IN THE SAME SYLLABLE WITH THE PRECEDING CONSONANT.

Explicit Rules for the Use of Hook and for Reading Position Vowel.













89. When a consonant stem with an *l* or *r-hook* stands alone or begins a word, the *l* or *r* is read, IF POSSIBLE, immediately after the stem, and then the position vowel.


Ex. \ ply. \ blue. | Troy. — glow.) pray. \ plaster.
 \ pleases. \ traced. | trim. \ dreams. \ classes. — grows.
 \ plug. \ bleak. \ trickster. | trip. C fly. \ flame. C
 flinch. \ flings. \ fray. \ frame. \ three. \ shrew. \
 French. \ shred. \ gleam. C flies. \ brisk. \ flask. C
 frisk. \ preaches. \ clinch. \ clearing.

90. From the above examples it will be seen that the *l* or *r-hook* is always written when *l* or *r* follows another consonant and is pronounced in the same syllable.



Translate Par. 89, Lesson VI.






























91. When the *l* or *r-hook*, being read IMMEDIATELY after the stem, as per Par. 89, does not suggest a word, the position vowel is read BETWEEN the stem and the *l* or *r-hook*.

Ex.  balcony.  partake.  darkness.  garnish.
 tarnish.  term.  directory.  colony.  Ber-
muda.  burlap.  turmoil.  burlesque.

92. The vowel coming between the stem and *l* or *r-hook* may be indicated by striking a dash through the stem, thus,  perch. This dash, however, is rarely written.

93. When it is impossible to pronounce *l* or *r* IMMEDIATELY after the stem, the position vowel must, of course, be read between the stem and hook.

NOTE. Since *l* can not be pronounced IMMEDIATELY after T, D, CH, J, TH, DH, SH, ZH, M, N, W, Y, H, or Re, the *l-hook* is written when a vowel comes between either of the above consonants and the following *l*. Likewise *r* can not be pronounced IMMEDIATELY after CH, J, M, N, W, Y, and H. Therefore the *r-hook* is written when a vowel comes between either of these consonants and the following *r*. For instance, the word *deal* is written, . Since the position vowel can not be read AFTER *Dl*, it must be read *between* the stem D, and the *l-hook*. The word *more* is written, . Since the position vowel can not be read AFTER *Mr*, it must, of course, be read *between* the stem M, and the *r-hook*.

Ex.  till.  dale.  delicacy.  chilling.  jail.  shell.
 mail.  mile.  nail.  weal.  Yale.  hail.  rail.
 rule.  Williams.  shellfish.  chair.  jeer.  more.
 nor.  near.  wire.  years.  hire.  nervous.  marking.  workhouse.  harshness.  hark.

94. From the above examples it will be seen that in many instances it is impossible to pronounce the *l* or *r* immediately after the stem. Indeed there are ONLY five consonants that are IMMEDIATELY followed by *l*, namely, P, B, K, G, and F. There are only nine consonants that are IMMEDIATELY followed by *r*, namely, P, B, T, D, K, G, F, SH, and TH.

Translate Pars. 91 and 93, Lesson VI. Translate Review words.

Write the following syllables, Par. 86, 87. Pel, Bel, Tel, Del, CHel, Jel, Kel, Gel, Per, Ber, Ter, Der, CHer, Jer, Ker, Ger, Fel, Vel, Mel, Nel, Wel, Yel, SHel, Fer, Ver, THer, SHer, Mer, Ner, Wer, Yer, Her.

Write in shorthand the following words, reading carefully paragraphs referred to before translating.

Par. 88, 89. play, plea, ply, blow, clay (kla), plies, class (klas), glows, placed, places, please, pleased, pleases, praise, praised, crisis, fly, flee; flays, fray, fries, blame, gloom (glum), flames, flash, flags, French, dream, drab, trench, cream (krem), trips, gravy, trims, bring.

Par. 91. darkness, parking, person, parson, perceive, dark.

Par. 93, 94. tale, deals, till, jail, rail, rolls, chair, shells, mile, meals, Nile, mole, Yale, yell, hail, Hell, whole, mar, mere, wars, charms, shilling, kneeling (neling).

Review. pray, dale, crow, glow, fray, flay, freedom, grows, glows, try, till, glass, grass, ply, rail, mails, mile, fly.

Manner of Reading L and R-Hooks When Not Initial.

95. In the middle or at the end of words the *l* or *r-hook* stem is generally pronounced as per Par. 86 and 87. Student should refer to these paragraphs and study carefully the NAMES of the *l* and *r-hook* stems. Note the syllabication of the following words. Words of two syllables, beginning with a consonant, are generally accented on the first syllable.

Ex. Ti-Ger, *tiger*. sTa-Bel, *stable*. Pre-CHer, *preacher*.
 Te-CHer, *teacher*. Ker-Nel, *colonel*. Tra-Per, *trapper*.
 Tru-Bel-seM, *troublesome*. Kor-Ner, *corner*. Fi-Ner, *finer*.
 La-Ber, *labor*. Mar-SHel, *martial*. Li-Ber-Ty, *liberty*.
 Lar-Jer, *larger*. Fa-Bel, *fable*. siL-Ver, *silver*.
 sKi-Per, *skipper*. sLi-Per, *slipper*. Har-Per, *Harper*.
 Re-Ker-eNs, *recurrence*.

96. In the middle and at the end of words the *l* or *r-hook* is sometimes pronounced IMMEDIATELY after the stem. Short *e* is supplied when the vowel is not written.

Ex. De-Pres, *depress*. Re-Pres, *repress*. De-Ple, *deeply*.
 De-Kre, *decree*. De-Pre-SHe-aT, *depreciate*. KaM-BreJ, *Cambridge*.







97. *rl*, *rel* or *rely* as in the words, *moral*, *morally*, *furl*, *girl*, etc. may be written, Rel.

Ex. barrel. furl. girl. moral or morally. pearl or pearly. snarl. rural. clearly.


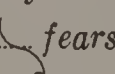
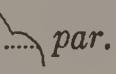
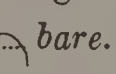
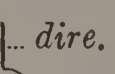
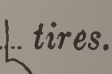
Translate Par. 95, 96, 97, Lesson VII.





98. Words of one syllable in which a vowel comes between P, B, G, and F, and the following *l*, should NEVER be written with the *l*-hook. ALWAYS write the stem sign for *L*.

Ex.  pale.  bale.  gale.  feels.  files.

Note. Since, in a few words, *l* immediately follows *P*, *B*, *G*, and *F*, the foregoing rule enables us to distinguish between such words as  *ply* and  *pile*,  *glow* and  *goal*,  *flaw* and  *fall*, etc.

99. Words of one syllable in which a vowel comes between *P*, *B*, *T*, *D* and *F*, and the following *r*, should NEVER be written with the *r*-hook. Always write the stem sign for *R*.

Ex.  fire.  fears.  par.  bare.  dire.  tires.

Note. Since, in a few words, *r* immediately follows *P*, *B*, *T*, *D*, and *F*, the foregoing rule enables us to distinguish between such words as  *fry* and  *fire*,  *pray* and  *par*, etc.

100. Words of one syllable may be written with the *l* or *r*-hook when a vowel comes between *K* and the following *l* or *r*, provided a dash be struck through the stem. (Par. 92.)

Ex.  call.  cure.  coarse.  care.

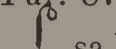
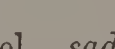

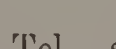
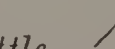
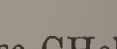

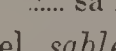
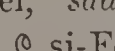
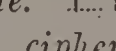
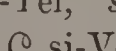
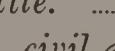
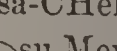
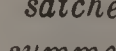
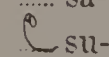
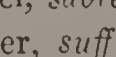
Translate Par. 98, 99, 100, Lesson VII.

S-Circle In Combination With L-Hook.

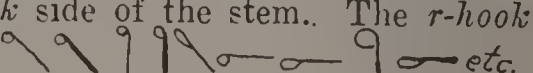
101. When *s* precedes any straight *l*-hook stem, or any curved *l* or *r*-hook stem, the circle is turned on the inside of the hook, thus:













102. When either of the foregoing signs begins a word, the *s*-circle, with the position vowel is ALWAYS pronounced as a SEPARATE syllable, and the stem with its *l* or *r*-hook, is pronounced as per. Par. 87.

Ex.  sa Del,  saddle.  se-Tel,  settle.  sa-CHel,  satchel.
 sa-Bel,  sable.  si-Fer,  cipher.  si-Vel,  civil.  su Mer,  summer.
 su-Fer,  suffer.

Translate Par. 102, Lesson VII.











103. When *s*, *st*, or *ses*, comes before any straight *r*-hook stem, the circle or loop is turned on the *r*-hook side of the stem. The *r*-hook is then said to be concealed. Thus: 

104. When either of the foregoing signs begins a word, the *s-circle* or *st-loop*, with the position vowel, is pronounced as a separate syllable, and the stem with its *r-hook* is pronounced as per Par. 87.










Ex.  su-Per, *supper*.  so-Ber-Ly, *soberly*.  se-Ker, *seeker*.
 si-Ger, *cigar*.  sto-Ker, *stoker*.  sa-Der, *sadder*.  sta-Jer, *stager*.  sis-Ter, *sister*.  sticker.  stopper.

Translate Par. 104, Lesson VII.




105. When the position vowel does not immediately follow initial *s*, as per Par. 102 and 104, this condition may be indicated by turning a very small *curl* on the opposite side of the stem. This curl means that the *s-circle*, consonant stem, *l* or *r-hook* and position vowel, are all pronounced in the **SAME** syllable.

Ex.  stream.  strikes.  spray.  stray.  screw.  splice.
 stretching.  scramble.  struggle.  string.






106. When the *l* or *r-hook* stems occur in the middle of words, in combination with the *s-circle*, the following forms are employed.

Ex.  disagree.  disclaim.  (visible.  mystery.  useful.
 destroy.  displease.  disable.  extremely.

107. *r* is frequently omitted when occurring in the middle of words.

Ex.  Pre-sKiB, *prescribe*.  suB-sKi-Ber, *subscriber*.
 De-sKiB, *describe*.







108. When the initial vowel is in the accented syllable of a word, followed by a straight *r-hook* stem, this vowel may be indicated by enlarging the *r-hook*. The stem takes the position of this vowel.

Ex.  uppermost.  adder.  odor.  eagerness.
 utterly.
















Translate³ Par. 105, 106, 107, 108, Lesson VII.

LARGE HOOK FOR "W."

109. A large initial hook, on the circle side of a straight stem is *w*. This hook is written when *w* immediately follows any straight consonant stem.






110. The foregoing are called the *w-hook* stems, and are named or vowelized by pronouncing *w* immediately after the stem, thus:
 Twe.  Dwe.  Kwe.  Gwe.  Kwest.  Twest, etc.


111. When a *w-hook* stem begins a word, the position vowel is pronounced immediately after the *w*. When the sign does not begin a word, it is pronounced as per Par. 110. Note. *q* or *qu* in such words as *quick*, *queer*, *quarrel*, etc., is pronounced *kw*, and is therefore written





Ex.  twice.  twig.  KwaK, *quake*.  KwiL, *quill*.  KwiR, *quire*.  KwiK, *quick*.  sKweL, *squeal*.  Re-Kwe-seT, *requisite*.  Re-Kwest, *request*.  Kwa-Rel, *quarrel*.  Per-Kwe-seT, *perquisite*.  eS-KwiR, *esquire*.  sKwiR, *squire*.  DweL-iNG, *dwelling*.  Kwi-Ker, *quicker*.

Translate Par. 111, Lesson VII.






112. A lengthened *Re* is written for the syllables, *rior*, *rier*, etc., as heard in the words, *exterior*, *inferior*, *barrier*, *furrier*, etc. If these words are pronounced, it will be observed that there are two vowel sounds between the first and second *r*. The sign is pronounced *re-er*.

Ex.  exterior.  barrier.  furrier.  roar.  rear.

113. When but ONE vowel is heard between the first and second *r*, the syllable is written  eRer, and is pronounced *rer*.

Ex.  eRer, *error*.  Fa-Rer, *fairer*.  Te-Rer, *terror*.  Ba-Rer, *bearer*.

114. The syllables *in*, *en*, and *un* may be prefixed to CURVED stems with *s-circle*, or to straight stems having an *s-circle* on the *r-hook* side, by turning a LARGE shaded curl on the opposite side of the stem.

Ex.  inscribe.  unscrew.  inseparable.  in some.  inspire.

Translate Par. 112, 113, 114, Lesson VII. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 95. pebble, paper, bible, fable, final, middle, local, caper, keeper, rider, leader, meeker, thicker, fibre, neighbor, weaker, wager, sample, simple, wiggle, ladder, trample, worker, grumble, finer, manner, meaner, thinner, dinner, steeple, silver, trapper.

Par. 96. retrace, decreasing.

Par. 97. pearl, moral, spiral, furl, girl.

Par. 98. peel, bills, fails, gale.

Par. 99. far, tear, tires, tar, bars.

Par. 100. calls, coarse, care.

Par. 101, 102. satchel, saddles, safer, suffering, sinner, cipher.

Par. 103, 104. supper, sabre, cedar, stitcher, staggers, sisters, stutters, soberly.

Par. 105. strew, struck, sprang, stretches, streams, stroke, stray, screw, struggle, screeching, string, streaming.

Par. 106. disgrace, feasible.

Par. 107. describe, prescribe.

Par. 108. utterly, eagerly, odors, adder.

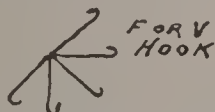
Par. 109-10-11. twig, twice, twitch, quake, quaker, queer, quench, quibble, bequeath, require, dwell.

Par. 112. rare, furrier, exterior.

Par. 113. terror, fairer, bearer.

Par. 114. inscribe, unscrew.

Review. pickle, packer, baker, deeper, dipper, chapel, cheaper, level, liver, thicker, maker, trapper, marble, marker, tinner, dinner, tunnel, pale, play, plea, peel, flee, feel, fry, fire, try, tire, quest, request, bequest, squire.



FINAL HOOKS.

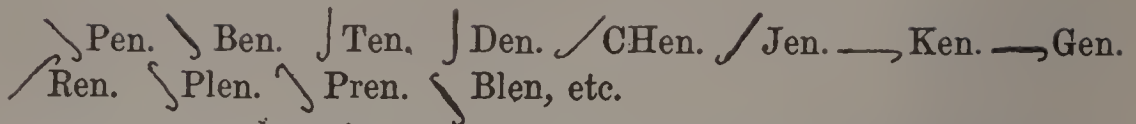


115. A small final hook on the circle side of a straight stem is *f* or *v*. The stem may be a simple stem or may have initial circle, loop or hook. The combinations thus formed are NAMED or vowelized as follows:

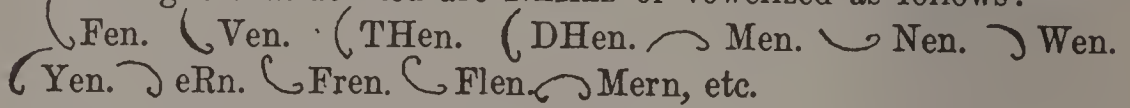
\ Pef-v. \ Bef-v. \ Tef-v. \ Def-v. / CHef-v. / Jef-v. / Ref-v.
 \ Pref-v. \ Bref-v, etc.

CAUTION. Curved stems do not take the *f* or *v*-hook.

116. A small final hook, on the *r*-hook side of straight stems is *n*. The signs thus formed are NAMED or vowelized as follows:



117. A small final hook, on the INNER side of curved stems is *n*. The signs thus formed are NAMED or vowelized as follows:



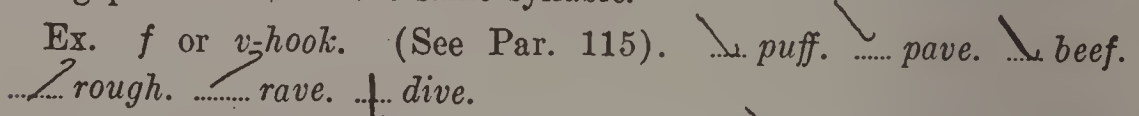
Name syllables Par. 115, Lesson VIII.

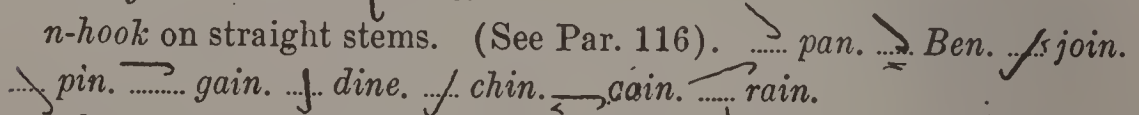
When the F, V and N-Hook is Written.

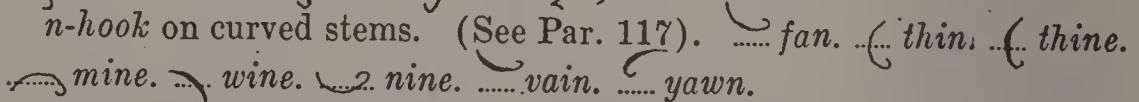
118. The hook is written whenever *f*, *v* or *n* follows, and is pronounced in the same syllable with the preceding consonant.

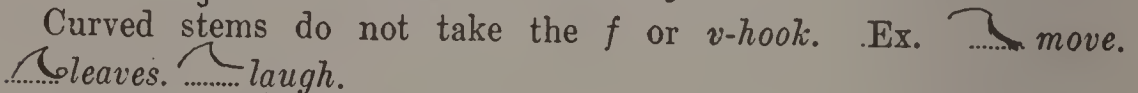
Manner of Reading Position Vowel.

119. When the stem has no initial circle, loop or hook, the position vowel is read as usual, after the stem, and then the final hook, all being pronounced in the same syllable.

Ex. *f* or *v*-hook. (See Par. 115). 

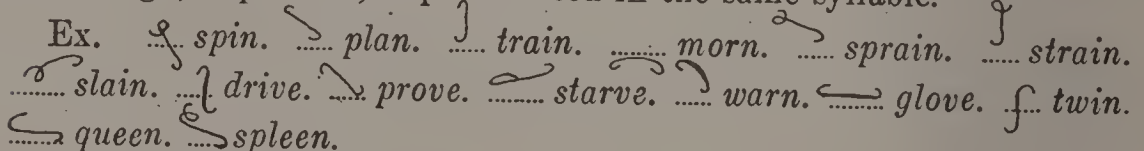
n-hook on straight stems. (See Par. 116). 

n-hook on curved stems. (See Par. 117). 

Curved stems do not take the *f* or *v*-hook. Ex. 

Translate Par. 119, Lesson VIII.

120. When an *f*, *v* or *n*-hook stem has an initial circle or hook, the entire sign, if possible, is pronounced in the same syllable.

Ex. 

Translate Par. 120, Lesson VIII.

121. When an *n*-hook stem can not be pronounced in the same syllable with the initial *s*-circle or *st*-loop, then the *s*-circle or *st*-loop must be pronounced, with the position vowel, as a separate syllable. The stem, with its final hook, is then pronounced as per Par. 116, 117.

Ex. su-Den, *sudden*. sa-Den, *sadden*. sti-Fen, *stiffen*.
 sa-Lun, *saloon*. sa-Ten, *satin*. si-Ken, *sicken*. sa-Tern,
Saturn. so-Fen, *soften*.

Translate Par. 121, Lesson VIII.

122. *s* may be added to any *f* or *v*-hook sign, or any curved *n*-hook sign by turning the *s*-circle in the hook.

Ex. puffs. dives. braves. bluffs. vines. hence.
 men's. earns.

123. The *s*-circle, *st*-loop, *ster*-loop or *ses*-circle, turned on the *n*-hook side of a straight stem, conceals *n*.

Ex. dance. danced. dances. saddens. strains.
 satins. stains. punster. trances. screens. queens.
 twins. glance. glanced. glances.

124. The *st*-loop, *ses*-circle or *ster*-loop CAN NOT be written in the *n*-hook on curved stems, for the reason that this is the *s*-circle side of the stem.

Ex. fenced. fences. wince. minister.

Translate Par. 122, 123, 124, Lesson VIII.


125. When an *f*, *v* or *n*-hook stem is not initial, it is called by its name as per Par. 115, 116, 117.




Ex. Ka-Ben, *cabin*. La-Ten, *Latin*. Ma-Ken, *Macon*.
 Wil-Ken-seN, *Wilkinson*. Bar-Gen, *bargain*. Ko-Fen, *coffin*. Re-Men-iNG, *remaining*. Res-Tren-iNG, *restraining*.
 Re-Klen-iNG, *reclining*. De-Pens, *deepens*.
 Dis-Pens, *dispense*. Re-Fen-iNG, *refining*.

Translate Par. 125, Lesson VIII. Note. Words of two syllables beginning with a consonant, are generally accented on the first syllable.

126. In the middle of words *n* is sometimes omitted.

Ex. transpire. transgress.

127. When followed by a sounded vowel the stem signs must be written for *f*, *v* and *n*. This vowel is always understood to be *i* or *y* unless written with its tick sign. The stem sign is written for *n* when there are two concurrent vowels, as in *peon*, .















Ex.  penny.  many.  funny.  coffee.  bravo.
 gravy.  Minnie.

Translate Par. 127, Lesson VIII.














SHUN HOOK.


128. A large final hook, on the circle side of straight stems, and on the inner side of curved stems is *shun* or *zhun*, as heard in the words, *nation*, *vision*, *passion*, etc.



129. The above are called the *shun-hook* stems and are NAMED or vowelized by pronouncing the syllable *shun* or *zhun*, after the consonant stem to which the hook is written. The circle adds *s*, and is read LAST.

Ex.  Peshun.  Beshun.  Teshun.  Feshun.  Veshun.
 Pershun.  Kweshun.  sPreshun.  Dershun.  Nershun.
 Fleshun.  Beshuns.  Meshuns.  Kashuns.

130. When a *shun-hook* stem begins a word, the position vowel is read in accordance with rules already given. When the *shun-hook* stem does *not* begin the word, it is pronounced as per Par. 129.

Ex.  patience.  visions.  notions.  narration.  op-
pression.  equation.  Grecian.  suppression.  Re-Veshun,
revision.  Mi-Grashun, migration.  Re-Pu-Teshun, repu-
tation.  perfection.  definition.

131. When *ishun* follows a stem ending with an *s-circle*, as in *physician*, *precision*, etc., a small hook is turned on the opposite side of the stem. This is called the *ishun* hook. Thus,  Fis-ishun, *physician*. The hook is made somewhat larger, and shaded for *eshun* or *ashun*, and is called the *eshun* or *ashun* hook.

Thus,  Pos-eshun, *possession*.  Taks-ashun, *taxation*.

Ex. Mus-ishun, *musician*. Trans-ishun, *transition*. Des-ishun, *decision*. Pre-Pes-ishun, *preposition*. Rel-aKs-ashun, *relaxation*. Pos-ishun, *position*.

132. When *s* follows either of the foregoing hooks the *s-circle* is turned in the hook, thus, physicians. musicians.

Translate Par. 130, 131, 132, Lesson VIII.

LARGE HOOK FOR THE SYLLABLES TER, THER AND DHER.

133. The syllables *ter*, *ther* and *dher* may be added to any STRAIGHT stem having no final hook or circle, by a large final hook, on the *n-hook* side of the stem. This hook is never written on CURVED stems.

134. The foregoing are called *ter-hook* stems, and are NAMED or vowelized in a manner similar to the *shun-hook* stems. Thus:

Peter. Beter or Bether. sePter. Gater or Gather. CHeter. Kater, etc.

135. When a consonant stem with a *ter-hook* begins a word the position vowel is read in accordance with rules already given. When the *ter-hook* stem is not initial it is pronounced as Par. 134. The circle adds *s*, and is read last.

Ex. patter. better. greater. bother. bitters. platters. TiP-Reter, *typewriter*. spatter. director. chatters. glittering. scatters. greater.

136. The sign or may be written in the *ter-hook* for the syllable *ture*, as in the words, picture. lecture. departure. creatures.

137. The *ter-hook* should never be written for the syllable *der*.

Ex. spider. rider. reader.

Translate Par. 135, 136, 137, Lesson VIII. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 119. dive, beef, pave, pin, pen, tin, ten, tan, Dan, den, chin, chain, gin, gain, can, keen, cone, rain, fan, vine, then, shine, lean, line, men, nine, hen, win (See Caution under Par. 115), leaf, laughs, lives, moves.

Par. 120. (See Par. 46.) span, stain, scan, slain (See Par. 105), strain, screen, straining, crave, drive, grove, brain, train, twin, morn, Flinn, queen.

Par. 121. sadden, sicken, seven, soften.

Par. 122. caves, graves, grieves, dives, raves, mines, moans, fines, veins, lanes, earns.

Par. 123. pins, spins, plans, scans, rains, runs, chins, drains, dens, gains, dance, danced, dances, glance, glanced.

Par. 124. fancies, fenced, winces, fences.

Par. 125. deacon, cheapen, robin, blacken, redden, hidden. Lyman, cannon, guidance, reckon, kitchen, barren.

Par. 127. Minnie, Jennie, beefy, gravy, funny, honey, coffee.

Par. 130. notion, nation, fashions, submission, addition, oppression, visions, temptation, vacation.

Par. 131. decision, musician, possession, taxation.

Par. 132. musicians, possessions.

Par. 135. patter, better, bitters, doctor, chatter, writer.

Par. 136. lecture, departure.

Par. 137. raider, spider, reader.

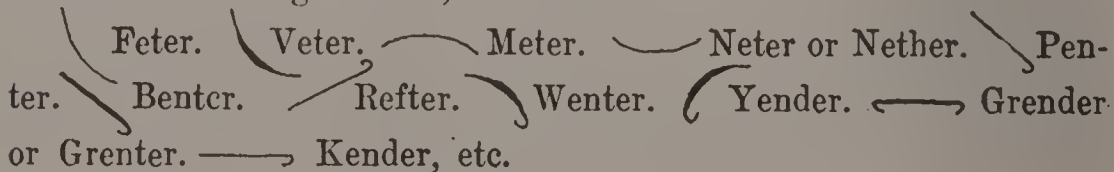
Review. dive, dine, dives, dines, fence, fenced, fences, dance, danced, dances, rain, rainy, grave, gravy, fun, funny, physician, fashion, musician, motion, rebuff, cabin, Ben, Bennie, taxation, Arkansas, Dave, Dan, chin, China, men, many, move, love, lean, laugh, lain, leaf.

LENGTHENING.

138. Doubling the length of any curved stem adds *ter*, *ther*, *dher* or *der*. Doubling the length of any curved stem with a final hook, or any straight stem with a final hook adds *ter*, *ther*, *dher* or *der*.

Lengthened Stems Named.

139. LENGTHENED stems are NAMED or vowelized in a manner similar to full length stems, as follows:


 Feter. Veter. Meter. Neter or Nether. Penter.
 Benter. Refter. Wenter. Yender. Grender.
 or Grenter. —————> Kender, etc.

Position of Lengthened Stems.

140. "a" Position.....
 "e" Position.....
 "i" Position.....
 "o" Position.....

Manner of Reading Position Vowel.

141. The position vowel is read in accordance with rules already given for full length stems, the *ter*, *ther* or *der*, added by lengthening being read last.

Ex. Ma-ter, *matter*. Fi-ter, *fighter*. Li-ter, *lighter*.
 La-ter, *latter*. siF-ter, *sifter*. Fa-therly, *fatherly*.
 seN-der, *sender*. sLi-ter, *slighter*. Le-ter, *letter*.

Translate Par. 141, Lesson IX.

142. When a lengthened stem has initial or final hooks, these hooks are read in accordance with rules already given for full length stems, and the *ter*, *ther* or *der* is read AFTER the FINAL hook.

Ex. Fla-ter, *flatter*. Fur-ther, *further*. SHel-ter, *shelter*.
 Ten-derLy, *tenderly*. Raf-ter, *rafter*. Plan-ter, *planter*.
 Kon-ter, *counter*. sKwan-der, *squander*. Re-
 Mander, *remainder*. sPlin-ter, *splinter*. Grin-der, *grinder*.




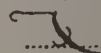

143. The *s-circle* adds *s*, and is read LAST.


Ex. matters. fighters. rafters. slanders.
 squanders. cylinders. pointers. tenders. finders.

Translate Par. 142, 143, Lesson IX.

144. Care should be taken to write the *ster-loop* in such words as, *masters*, *ministers*, *plaster*, *moisture*, etc. (See Par. 64.)

145. The lengthening principle may be employed for the syllable *ture* provided the sign *u* or *o* be struck through the stem.

Ex.  nature.  venture.  furniture.  curvature.
 mature.

146. When L is the only consonant stem in a word, followed by *der*, this syllable is ALWAYS written  When, however, L has an *n* or *r-hook* the stem may be lengthened for either *ter*, *ther* or *der*.

Ex.  leader.  ladders.  lenders.  slandering.

Translate Par. 144, 145, 146, Lesson IX. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 141. mutter, fitter, father, latter, letter, neither, shatter, hither, metre, water, sifter, center, slighter.

Par. 142. flutter, shrewder, painter, binder, render, kinder, fainter, finder, winter, grander.

Par. 143. fighters, letters, centers, weathers, cinders, mutters, harder, grander, painters, genders, ganders, grinders, hinders, rafters.

Par. 146. leaders, louder.




Review. center, cinder, renders, rafters, planter, printers, tempter, counters, painter, matters, shutters, shattering, slighter.

SHORTENING PRINCIPLE.

147. SHORTENING or making a consonant stem ONE-HALF the length of a FULL LENGTH stem adds either *t* or *d*. The stem may be simple, or may have initial or final circle, loop or hook.




























Shortened Stems Named or Vowelized.

148. Shortened stems are NAMED or vowelized in PRECISELY the same manner as full length stems, the *t* or *d* added by shortening being pronounced in the SAME syllable with the shortened STEM.























Ex. \ Pet-d. \ Bet-d. | Tet-d. / CHet-d. / Jet-d. \ Met-d.
 Net-d. \ Pets, Peds. \ Bets, Beds. \ Fets, Feds. \ Plet-d.
 Blet-d. f Delt-d. C Flet-d. \ Peft-d. \ Beft-d. \ Preft-d.
 Ment-d. \ Went-d. / Jent-d. \ Grent-d. \ Glent-d. J sTrent-d,
 Name shortened stems, Par. 148, Lesson X.

Manner of Reading Position Vowel.

149. When a shortened stem stands alone or begins a word, the position vowel is read in accordance with rules already given for full length stems, the *t* or *d* added by shortening being pronounced in the SAME SYLLABLE with shortened stem.


























Ex.  *pat.*  *pit.*  *bet.*  *debt, dead.*  *gnat.*  *plate.*  *blot.*
 *trade,*  *tried.*  *tent-d.*  *spot.*  *saved.*  *sent.*  *stepped.*
 *start.*  *dealt.*  *straight.*  *sobered.*  *ward.*  *told.*  *heart.*
 *hold.*  *split.*  *street.*  *twit.*  *stitched.*  *settled.*

150. When there is a final hook, this hook is ALWAYS read BEFORE the *t* or *d* added by shortening.

Ex.  *tent, tend.*  *bind.*  *dent.*  *print.*  *fashioned.*  *mo-*
tioned.  *bothered.*  *want.*  *strand.*  *sprained.*  *sustained.*
 *puffed.*  *paved.*  *flint.*  *friend.*  *clattered.*  *glittered.*
 *quaint.*  *trained.*  *proved.*  *drift.*  *plant.*






Translate Par. 149, 150, Lesson X.

151. The final circle is read LAST. Caution. Note that words ending with *st* are written with the *st-loop*, those ending with *ts* are written with the shortening principle.








Ex.  *cats.*  *cast.*  *mats.*  *mast.*  *bats.*  *based.*  *lights.*
 *list.*  *mits.*  *mist.*  *goats.*  *ghost.*  *pats.*  *past.*
 *plants.*  *bends.*  *wants.*  *rents, rends.*  *drifts.*  *streets.*
 *strides.*  *brained.*  *lends.*  *rounds.*  *points.*

Translate Par. 151, Lesson X.




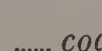
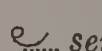



152. When standing alone, without initial or final hook, Le and Re are shortened to add *t* ONLY. When *d* follows, the stem sign for D must be written.

Ex.  *lied.*  *slide.*  *ride.*  *loud.*  *lad.*






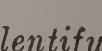

153. When there is an initial or final hook, Le or Re may be shortened for either *t* or *d*.


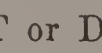
Ex.  *rent, rend.*  *lent, lend.*  *lint, lined.*  *learned.*  *land.*
 *rolled.*  *lord.*

154. Should it be necessary to distinguish between such words as *bat* and *bad*, *sent* and *send*, *coat* and *code*, etc., the stem is shortened to add *t*, and the stem sign is written to add *d*.

Ex.  *bat*.  *bad*.  *coat*.  *code*.  *sent*.  *send*.  *pat*.
 *pad*, *paid*.

155. When T or D is followed by a vowel, the stem sign is written. This vowel is understood to be *i* or *y*, unless written with its tick sign.

Ex.  *beauty*.  *pity*.  *pitiful*.  *plenty*.  *plentiful*.  *notice*.
 *bestow*.

156. The stem sign is written when T or D is preceded by two concurrent vowels, as in the words,  *diet*,  *riot*.

Translate Par. 152, 153, 154, 155, Lesson X. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 149. *pit, pot, boat, debt, died, cheat, jot, cat, goat, vat, that, moat, gnat, net, write, soft, sift, sent, stabbed, stemmed, plot, braid, trade, tread, trod, hold, fright, flight.*

Par. 150. *puffed, penned, band, bound, bind, land, lined, rent, round, faint, find, fashioned, bothered, drift, trained, brained, cleaned, grind.*

Par. 151. *pats, pets, dots, cheats, kites, fights, vats, gnats, nights, writes, pleads, treats, flats, freights, binds, paints, tints, finds, faints, tents, brands, minds.*

Caution, Par. 151. *cats, cast, lights, list, past, waits, waist, bets, best, lots, lost, jets, jest, rats, raced, plats, placed, traits, traced.*

Par. 152. *load, raid, rode, read.*

Par. 154. *paid, bed, goad, code.*

Par. 155. *beauty, putty, notice, ladies.*

Review. *boat, bite, bait, bad, cot, coat, rot, rode, late, layed, bets, best, plant, print, went, bands, mats, mast, light, lied, friend, tent, tints, dent, find, faint, vent, hunt, might, minds, mits, mist.*

SYLLABICATION OF SHORTENED STEMS.

157. When a simple shortened stem does not BEGIN the word it is generally pronounced in the same syllable with the preceding

stem. Note. By a simple stem is meant a stem without initial or final circle or hook.

Ex. >..... pacht, *patched*. |..... timd, *timed*. dremd, *dreamed*.
 trimd, *trimmed*. nokt, *knocked*. >..... precht, *preached*. stript,
stripped. skremd, *screamed*. bakt, *baked*. trapt, *trapped*.
 drapt, *draped*. skwald, *squalled*. ekwipt, *equipped*.
 markt, *marked*. stormd, *stormed*. strecht, *stretched*.
 flamd, *flamed*. blamd, *blamed*. stremd, *streamed*.

158. Occasionally the simple shortened stem is called by name as per Par. 148. If its vowel is considered very important it may be written with its tick sign. When the vowel is not written, the shortened stem is pronounced as per Par. 148.





















Ex. |..... Ti-Med, *timid*. Bu-Ket, *bucket*. Bra-Ket, *bracket*.
 Re-Vud, *reviewed*. Re-Mot, *remote*. Ko-Ped, *copied*.
 Re-Pet, *repeat*.



159. When the shortened stem can not be pronounced in the same syllable with the preceding consonant as in Par. 157, it must be called by name as per Par. 148. If its vowel is important it may be written with its tick sign.



















Ex. Dis-Mad, *dismayed*. Ple-seNt, *pleasant*. De-Pend,
depend. Ka-Beld, *cabled*. Ha-Gerd, *haggard*. Re-Gret,
regret. Tru-Beld, *troubled*. Pa-Tent, *patent*. La-Ment,
lament. Mo-Ment, *moment*. SHiP-Ments, *shipments*. Dar-
 Kend, *darkened*. De-Mand, *demand*. Re-Mind, *remind*. Fri-
 Tend, *frightened*. Re-Tand, *retained*. Re-Gand, *regained*.
 Wi-Geld, *wiggled*. Pa-Perd, *papered*. Re-Klind, *reclined*.
 Res-Trand, *restrained*.

Translate Par. 157, 158, 159, Lesson XI.

160. In most words, the syllable FOLLOWING a shortened stem, is either a vowel, or begins with a vowel. Short *e* is always supplied when this vowel is not written.









Ex.  Band-eJ, *bandage*.  Vit-e-Ly, *vitally*.  Mot-eV, *motive*.  aRt-eL-e-Ry, *artillery*.  seNt-e-Ment, *sentiment*.  Kat-e-LeG, *catalogue*.  Pot-e-Ry, *pottery*.  But-e-Fy, *beautify*.  Kot-eJ, *cottage*.  Tot-eL, *total*.  CHat-eL, *chattel*.  Det-eKt, *detect*.  Det-eCHt, *detached*.  Lat-e-Tud, *latitude*.  Vind-e-Ket, *vindicate*.  Kont-e-Nents, *continents*.  Kand-e-Det, *candidate*.  Le-Jet-e-Met, *legitimate*.  aTraKt-eV, *attractive*.  Bond-eJ, *bondage*.


161. The syllable *ted* is written , and *ded* is written . When these signs can not be joined to the preceding stem they are disjoined.









Ex.  noted.  wanted.  handed.  branded.  printed.  listed.  stranded.  counted.  trusted.  goaded.  blasted.  fainted.  adjusted.  treated.  waited.  hated.  dreaded.  emitted.

Translate Par. 160, 161, Lesson XI.







162. Shortened Le is written for the syllables *let* and *led*, and shortened eL for the syllables *elt* and *eld*. See Par. 67.

Ex.  pulled.  pullet.  billed.  bullet.  bailed.  failed.  felt.  paled.






163. Shortened Re is written for the syllables *ret* and *red*, and shortened eR for the syllables *ert* and *erd*. (See Par. 67.) For either of the above syllables  is written after K, G, and F.

Ex.  garret.  turret.  married.  barred.  tart.  carried.  fired.  feared.


164. A shortened stem can not be joined to a full length stem unless there is a distinct angle at the point of joining. Write the stem for T or D.

Ex.  liked.  slacked.  cooked.  vacate.  bribed.  leaked.

165. When the present tense of a regular verb ends with a lengthened stem, *ses-circle* or *ster-loop*, the past tense is written by adding the stem sign for T or D. When the stem can not be conveniently joined it may be disjoined.



Ex.  hindered.  rendered.  plastered.  possessed.  matured.

166. After the *shun-hook*, shortened S is written upward for *st*.

Ex.  factionist.  elocutionist.







Translate Par. 162, 163, 164, 165, Lesson XI.

ABBREVIATED OUTLINES.

167. When it is inconvenient to write the sign  or  for H, this letter may be omitted, or written with a small dot, placed to the side of the stem.

Ex.  or  prohibit.  or  perhaps.  or  habitation.















168. Words beginning with *wh* as *when*, *whale*, etc., are pronounced *hwal*, *hwen*, etc. The *h* may be omitted.

Ex.  when.  whale.  whack.  white.  whip.  wheel.

169. In addition to the stem signs for W and Y, brief signs for these letters are frequently employed. The brief signs for W are < Thoid and > Soid. The brief signs for Y are ∪ Noid and ∩ Moid. See Par. 12.

Ex.  Washington.  watchful.  wife.  waft.  Utica.

170. Final *ly* and *ry* are frequently written with an *l* or *r*-hook on the stem immediately preceding these syllables. If preferred the final *y* may be written with its tick sign.

Ex.  or  calmly.  or  meanly.  or  lonely.  or  Henry.  or  bakery.  or  chiefly.  or  seminary.

171. Final *ty* may be written by shortening the stem before this syllable.

Ex. or *credibility*. or *utility*. or *locality*.
Translate Par. 167, 168, 169, 170, 171, Lesson XI.

172. Negatives beginning with *un* are frequently written with the stem N, omitting initial *u*.

Ex. *unnatural*. *unavoidable*. *untimely*. *unsettled*.

173. Positive words beginning with M, N, L, and R form their negatives by prefixing tick when the negative begins with *e* or *i*.

Ex. *innocuous*. *illegitimate*. *illicit*. *immaterial*. *irremovable*. *irresistible*.

Translate Par. 173, Lesson XI. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 157. ticked, tacked, picked, backed, trimmed, gleamed, drugged, timed, deemed, grasped, clasped, felt, wrecked, paled, drenched.

Par. 158. timid, copied, reviewed.

Par. 159. recent, basket, tabled, tapered, depend, repent, cheapened, lament, ferment, treatment, blackened, darkened, moment, haggard, wiggled, demand.

Par. 160. native, title, fatal, bondage, cottage, chattel, battery, catalog, sentiment, bandage, frantic, continents, detect, attractive.

Par. 161. patted, beaded, cheated, jaded, goaded, noted, wasted, trusted, blasted, rested, crated, printed, planted, graded, granted, wanted, treated, waited, deeded, dotted, trotted.

Par. 162. pullet, pulled, ballad, bailed, millet, mallet, toiled.

Par. 163. Barrett, buried, barred, married, tarred, fort, carried.

Par. 164. cracked, flocked, locked, bribed.

Par. 165. ministered, rendered, blundered, possessed, mastered.

Par. 167. habitation, perhaps, prohibition.

Par. 168. wheels, whack, whales, wheat, white.

Par. 169. wages, witches, wake, weave, waft, wife.

Par. 170. kingly, finally, bakery, slippery, trickery, finery.

Par. 171. liberty, debility, faculty, utility.

Par. 173. moral, immoral, licit, illicit, legible, illegible.

Review. deemed, trimmed, fumed, jammed, barred, liked, wanted, painted, deeded, trapped, wages, cheated, scented, counted, lamenting, fermenting, lamented, blasted.

INITIAL VOWELS.

174. A tick sign, struck at right angles to the stem is written for *a*. The same tick is shaded for *o*. (See Par 31.)

175. An inclined tick, thus, \sim / is written for *e* or *i*. The sign, \curvearrowright is written for *u*. Before *M*, *e* is written \sim Poid, and *i* is written / CHoid. Ex. \sim em. \curvearrowright im.

When the Initial Vowel is Joined to the Stem.

176. Words of one syllable beginning with a vowel are written in the position of this vowel, and it is JOINED to the stem.

Ex. $\overset{1}{\sim}$ add. \sim ash. \sim am. \sim ache. $\overset{1}{\sim}$ Ed. \nearrow etch \nearrow edge
 $\overset{1}{\sim}$ eats. \sim egg. $\overset{1}{\sim}$ eyed. \nearrow itch \sim if. \curvearrowright ills. \curvearrowright oath \sim oak \sim up
 \sim us. \nearrow inch. \sim imp.

177. When the vowel that follows a single stem word is not the same as the one preceding, the stem takes the position of the vowel that follows.

Ex. \sim Eva. $\overset{1}{\sim}$ Ida. \sim Emma. \nearrow Addie. \sim echo. \sim era.

178. When a word of two or more stems, being pronounced WITHOUT its initial vowel, is not suggestive, this vowel must INVARIABLY be joined to the stem. When the vowel is joined in accordance with the foregoing rule, the word is generally written in the position of the vowel following the second consonant in the word. That is to say, the second syllable is written in the position it would occupy if the first syllable were omitted.

Ex. \sim un-tie. \sim en-tice. \sim in-famous. \nearrow ad-mission.
 \nearrow in-justice. \sim ad-equately. \nearrow ad-miral. \sim im-perative.
 \sim in-dication. \nearrow out-side. \sim un-tutored. \sim in-clined.
 \sim en-closed. \sim im-patient. \sim in-vitation. \sim ob-scure.
 \sim up-lift. \nearrow out-live. \sim en-trance. \nearrow ad-equate. \sim aut-
 ograph. \sim em-inent. \sim imm-inent.

Note. If the student will attempt to pronounce the words in the foregoing examples WITHOUT the initial vowel, the importance of writing this vowel will be clearly understood.

When the Initial Vowel is Not Joined.

179. There are many words in which the initial vowel is of little or no practical value. In writing such words, therefore, the initial vowel is generally disregarded, or written with its tick sign, invariably DISJOINED. (See Par. 33, 34.)

180. In order to decide whether or not the initial vowel should be written, a good plan is to pronounce the word WITHOUT this vowel. If such pronunciation suggests the word, the vowel may safely be omitted. For instance, *bility*, *greement*, *nouncement*, *breviate*, *lectricity*, *conomy*, *feminate*, *fectionately*, suggest perfectly the words *ability*, *agreement*, *announcement*, *abbreviate*, *electricity*, *economy*, *effeminate*, *affectionately*.

Ex. *attainment*. *obedient*. *agreement*. (See Par. 108.)
affectionately. *abusing*. *enough*. *away*. *Ka-*
shun, *occasion*. *equator*. *equipment*. *attachment*.

181. From the foregoing explanations and examples it will be seen that there are two conditions under which the initial vowel is always joined to the stem.

First. When the word is accented on the first syllable.

Second. When the initial vowel is immediately followed by two consonants, each of which is in a separate syllable.

Under all other conditions the initial vowel is generally disregarded.

Translate Lesson XII, reading carefully paragraphs referred to before translating. Observe that the initial vowel is almost invariably written before M and N.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 176. at, aim, ache, cat, each, itch, in, if, eyed, odd, off, us, up.

Par. 177. Eva, Ida, echo, Addie.

Par. 178. impartial, entering, enjoy, invade, invitation, intimacy, admiral, umpire, entitle, invoice, entice, engraving, enclose, outset, entertain.





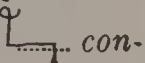
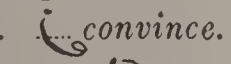



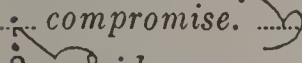

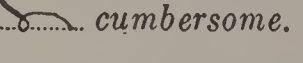
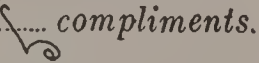

Par. 180. addition, avoidance, academy, official, America, ejection, attaining, enough, effective, affliction, attachment, occasion, equator, abusing.

Review. Eve, Eva, eyed, Ida, office, entail, eminent, imminent, odd,

add, Ed, it, eat, aid, ache, it, Ann, in, interview, inducement, engine, admission, engagement, enjoyment, end, aimed, if, improve, imperative, enterprise.

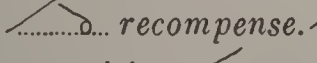


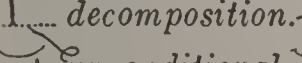
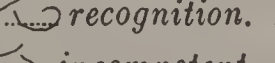
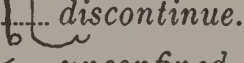
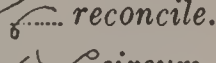
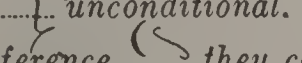
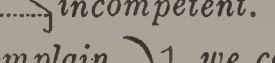

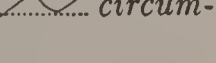
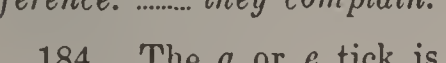
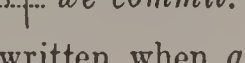
PREFIXES.

182. A *dot* is written for the syllables *con*, *com*, *cum* and *cog*.



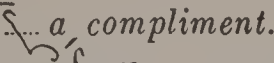
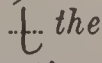
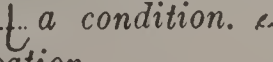
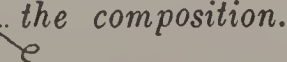


Ex.  *confine*.  *contain*.  *content*.  *contraction*.  *constructed*.  *convince*.  *convinces*.  *conversation*.  *conversion*.  *compromise*.  *commercial*.  *cumbersome*.  *compliments*.  *consider*.

Translate Par. 182, Lesson XIII.

183. In the middle of words the *dot* is omitted and the foregoing syllables are implied, by writing the part of the outline that comes AFTER the omitted syllable, near the part that precedes.

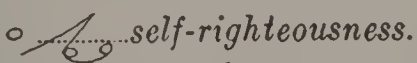

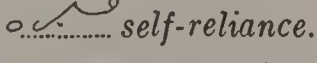
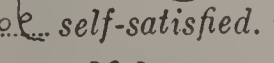
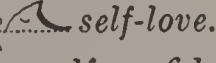
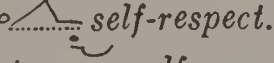
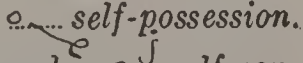
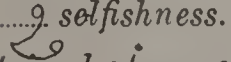
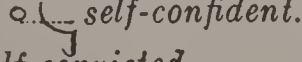
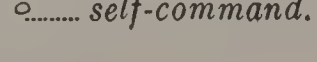
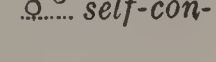
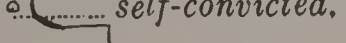
Ex.  *recompense*.  *reconstruction*.  *reconsideration*.  *decomposition*.  *recognition*.  *discontinue*.  *reconcile*.  *unconditional*.  *incompetent*.  *unconfined*.  *circumference*.  *they complain*.  *we commit*.

184. The *a* or *e* tick is written when *a* or *the* comes before the foregoing syllables.

Ex.  *a complaint*.  *the compliment*.  *a compliment*.  *the condition*.  *a condition*.  *the composition*.  *the conversation*.  *a conversation*.

Translate Par. 183, 184, Lesson XIII.

185. The *s-circle*, written on the line, and close to the following stem is *self*. When followed by a downstroke, the circle may be joined to the stem.

Ex.  *self-righteousness*.  *selfsame*.  *self-reliance*.  *self-satisfied*.  *self-love*.  *self-respect*.  *self-possession*.  *selfishness*.  *self-confident*.  *self-command*.  *self-contained*.  *self-convicted*.

186. *For* is written As a prefix is written in the position of the second part of the compound. It is frequently disjoined for *fore*.

Ex. forgot. forget. forbid. forgive. forgave.
 forbearance. forearm. forecast.

Translate Par. 185, 186, Lesson XIII.

187. Disjoined is written for the syllables *magna*, *magne*, *magni*. Words beginning with *magna* are written in the *a* position; *magne* in the *e* position; and *magni* in the *i* position.

Ex. magnanimous. magnetic. magnificent.
 magnify. magnitude.

188. When standing alone, *with* is written, . As a prefix, takes the position of the second syllable in the word.

Ex. withstand. withstood. within. withhold.
 withheld. withdraw. withdrew.

Translate Par. 187, 188, Lesson XIII. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 182. contain, confine, confusion, contract, converse, consented, confirm, congress, conquer, consist, construe, contact, consumption, contest, contrary, convene, contribute, contrive, contrast, convince, convent, continue.

combat, comply, commence, commit, compact, compile, competent, compassion, complete, compose, complimented.

Par. 183. discontent, recompense, decompose, unconfined, unconfirmed, unconscious, inconstant, uncombined.

Par. 184. the condition, a condition, a complaint, the complaint, the confidence.

Par. 185. selfsame, self-love, self-knowledge, self-confident, self-righteousness, self-interest, self-respect.

Par. 186. forbear, forgive, forget, forward, forbid, forsake.

Par. 187. magnetic, magnesia, magnitude, magnificent.

Par. 188. withdrawn, withstand, withstood, withal, withheld.

Review. confine, complaining, containing, confusion, commander, complex, complication, a condition, the condition, self-love, self-satisfaction, forbade, forbid, forbear, the compliment, withheld, self-righteousness, inconstant, combat, a composition.

SUFFIXES.

189. The stem \ is written for *ble* or *bly* when the sign \ can not be conveniently joined to the preceding part of the word.

Ex. sensible-y. fashionable-y. dependable-y.
 attainable-y lamentable-y reasonable-y. forcible-y.

190 Disjoined \ is *bleness*.

Ex reasonableness. serviceableness. salableness.
 agreeableness. suitability.

Translate Par 189, 190, Lesson XIV

191. Disjoined / is *lessness*.

Ex. gracelessness. artlessness. carelessness.
 uselessness. restlessness. thoughtlessness.

192. Disjoined \ is *iveness*.

Ex abusiveness. attentiveness. attractiveness.

Translate Par. 191, 192, Lesson XIV

193 Disjoined \ is *fulness*.

Ex thoughtfulness. artfulness. usefulness. watchfulness.

194. \ is written for *form*.

Ex. perform. inform. reformed. platform.

Translate Par. 193, 194, Lesson XIV.

195. After shortened P, B, M, H, T, and D, and after the *ster-loop*, or wherever it is inconvenient to write the stem sign for *ing*, a small dot may be written. The *s-circle* is written for *ings*.

Ex. building. dating. patting. holding. buildings.
 meetings. mastering. plastering. trusting. costing.

196. The *ing dot* is also frequently written when the syllable preceding ends with a vowel.

Ex. trying. spraying. delaying. obeying. flying.

Translate Par. 195, 196, Lesson XIV.

197. Disjoined \curvearrowright is written for *mental* or *mentality*. When distinction between these two suffixes is desired, *mental* may be written in the "e" position, and *mentality* in the "a" position.

Ex. \curvearrowright instrumental. \curvearrowright instrumentality. \curvearrowright monumental.
 \curvearrowright fundamental.

198. Disjoined \curvearrowright is ship.

Ex. \curvearrowright courtship. \curvearrowright ladyship. \curvearrowright lordship. \curvearrowright partnership.

199. The s-circle may be written for *self* and the ses-circle for *selves*.

Ex. \curvearrowright myself. \curvearrowright thyself. \curvearrowright themselves.

Translate Par. 197, 198, 199, Lesson XIV. Translate Review words.

Write in shorthand the following words, reading carefully paragraph referred to before translating.

Par. 189. demandable, insensible, permissible, attainable, fashionable, invisible, sensible.

Par. 190. reasonableness, serviceableness, salableness, peaceableness, seasonableness, credibleness, affableness.

Par. 191. matchlessness, shamelessness, fearlessness, heedlessness, carelessness, boundlessness, recklessness, harmlessness, thoughtlessness.

Par. 192. attentiveness, abusiveness, constructiveness, conduciveness.

Par. 193. thoughtfulness, carefulness, peacefulness, dreadfulness, hurtfulness, harmfulness, sinfulness, wastefulness, wakefulness, gracefulness, faithfulness, restfulness.

Par. 194. perform, platform, reformation, reformed.

Par. 195. patting, betting, mating, hitting, treating, trotting, dreading, fasting, lasting, trusting, mastering, meetings, holdings.

Par. 196. praying, drying, straying, flowing, freeing.

Par. 197. sentimental, regimental, instrumental.











Par. 199. kingship, lordship, partnership, ownership.

Review. breeding, twisting, plastering, trying, demandable, peacefulness, abusiveness, thoughtlessness, platform, information, gracelessness, attentiveness, joylessness, meetings, clerkship, fellowship.





PHRASING.

200. Joining two or more words without changing their original consonant outline, is the simplest form of phrase writing.















The first word in phrases of this character is written in its correct vowel position, the words following being joined in their natural order. These words do not, of course, occupy their correct vowel position. If, however, the outlines be syllabized in accordance with rules already given, little difficulty will be experienced in reading phrases.

Ex.  We 'ReseVd, *we received.*  iN-DHes-Meter, *in this matter.*  Bi-DHet, *by that.*  Ma-Be-seD, *may be said.*  Kwit seRteN, *quite certain.*  DHis-Tem, *this time.*  MeNy WeKs, *many weeks.*  Ma-Be-Gled, *may be glad.*  Bi-DHes-Tem, *by this time.*  Tris DHet, *tries that.*










Modified Consonants in Phrase Writing.

201. As has already been explained in previous lessons, the circles, loops, hooks, and other modified or shortened consonants are written for letters. In phrase writing these same circles, loops, hooks, etc., are also written for words. They bear the same relation to the stem in phrase writing as they do in word writing—that is to say, they are read in the same order. For instance, in writing words, the *s-circle* is written for *s*, the *l-hook* is written for *l*, etc. Now since *s* is the only consonant in the words *as* and *is*, either of these words may be added by the *s-circle*. Ex.  *she is.* Likewise the only consonant in the word *all* is *l*. Therefore, *all* may be added by the *l-hook*. Ex.  *by all.* *r* is the only consonant in the word *our*. Therefore *our* may be added by the *r-hook*. Ex.  *by our.* The only consonants in the word *not* are *n* and *t*. Therefore *not* may be added by the *n-hook* and shortening. Ex.  *by not.* In a manner similar to the foregoing illustrations all other modified consonants are employed in phrase writing.






Explicit Rules for the Use of the Circles, Loops, Hooks, Etc., In Phrase Writing.

202.  *as* or *has.*  *is* or *his.*  *us.*  *as the-it.*  *has the-it.*  *is the-it.*  *as there.*  *is there.*  *as it is.*  *is it as.*  *as there is.*  *is there as.*  *as is.*  *is his.*







203. The *s-circle* adds either *as*, *has*, *is*, *his*, or *us*.

Ex.  by *as-his-us*.  may *as-his*.  know *as-his-us*.  she *is*.
 try *his-as-us*.  get *his-as*.  meet *his-as-us*.  after *his-us*.
 see *as-his-us*.

204. When a word or phrase ends with an *s-circle*, the circle is changed to an *st-loop* to add *the*, *to* or *it*.








Ex.  knows *it*.  tries *it*.  she *is the*.  buys *the-it*.  enters *the-it*.

205. When a word ends with an *s-circle*, the circle is changed to *ster-loop* to add *there*, *their*, or *they are*. It is changed to *ses-circle* to add *as*, *has*, *is* or *his*.





Ex.  knows *their*.  takes *their*.  unless *they are*.  buys *his-as*.  knows *his*.  sees *his*.

Translate Par. 202, 203, 204, 205, Lesson XV.








206. The *l-hook* adds *all* or *will*.

Ex.  she *will*.  in *all*.  we *will*.  do *all*.  at *all*.  may *all*.  know *all*.




207. The *r-hook* adds *are* or *our*.

Ex.  by *our*.  in *our*.  we *are*.  do *our*.  may *our*.

208. The *ter-hook* or lengthening adds *their*, *there*, or *they are*.









Ex.  by *their*.  know *their-re*.  been *there*.  going *there*.  seeing *their*.  do *their*.  from *there*.

209. The *n-hook* and lengthening adds *another*.







Ex.  in *another*.  by *another*.  had *another*.

Translate Par. 206, 207, 208, 209, Lesson XV.


210. Shortening adds *the*, *it*, *to*, *had*, or *would*.

Ex.  by *the-it*.  we *would-had*.  may *the-it*.  in *the-it*.
 had *the-it*.  do *the-it*.  know *the-it*.  should *the-it*.

211. Shortening and the *s-circle* adds *its*.



Ex.  by *its*.  may *its*.  in *its*.  shall *its*.  had *its*.  do *its*.

212. Shortening and the *n-hook* adds *not*.




Ex.  *by not*.  *shall not*.  *may not*.  *had not*.  *did not*.

Translate Par. 210, 211, 212, Lesson XV.

213. The *f-hook* adds *of* or *have*. A large final hook, similar to the *shun-hook*, may be written on curved stems for *have*.






















Ex.  *day of*.  *side of*.  *we have*.  *they have*.  *shall have*.



214. An *n-hook* may be turned in the *f-hook* on curved stems for *been*.















Ex.  *we have been*.  *they have been*.  *shall have been*.

Translate Par. 213, 214, Lesson XV.





Tick Signs in Phrase Writing.











215.  *and a*.  *and the*.  *of the*.  *of a*.  *on the*.  *on a*.
 *to the*.  *to a*.  *I*.  *of*.  *on*.  *of his*.  *and as*.  *as a*.
 *and is*.  *is a*.  *I have*.  *I will*.  *I will not*.  *of all*.  *I have not*. Note. The sign for "I will" is written upward.

216. The *a* tick is written for final *a* or *an*. The *e* tick is written for final *the*. The tick sign  or  is written initially for either *I* or *of*.









Ex.  *from a*.  *meet a*.  *meet the*.  *bind a*.  *bind the*.
 *enter a*.  *enter the*.  *render the*.  *render a*.  *I know*.  *of this*.  *I shall*.  *I knew*.  *of my*.

Translate Par. 215, 216, Lesson XV.

217. *We* may be written in any part of a phrase with  or . *You* or *your* may be written with  or .

Ex.  *we know*.  *did we*.  *shall we*.  *we shall*.  *you know*.
 *know your*.  *in your*.  *by your*.  *you may*.  *may you*.

218. All of the foregoing principles may be combined in forming phrases.

Ex.  *by all his*.  *by ours*.  *in ours*.  *in all his*.  *I know there is*.  *side of its*.  *in all their*.  *of course there is*.

Translate Par. 217, 218, Lesson 15. Translate Review words.

Memorize the word signs on line one, Lesson 15.

Par. 201-202, is, as, has the, is the, as it is, is there as, is there, has there, is his, has his.

Par. 203. did his, do his, by his, should his, were his, where is, may his, at his, what is.

Par. 204. knows it, tries it, buys it.

Par. 205. tries there, goes there, what is there.

Par. 206. from all, where will, which will, by all, do all, had all.

Par. 207. by our, in our, which are, did our, should our.

Par. 208. were there, at there, which there, know there.

Par. 209. in another, shall another, were another.

Par. 210. had the, did the, may it, from it, for the, by it.

Par. 211. were its, shall its, at its, in its, from its, do its, had its.

Par. 212. may not, for not, do not, did not, were not.

Par. 213. day of, may have, should have.

Par. 214. may have been, should have been.

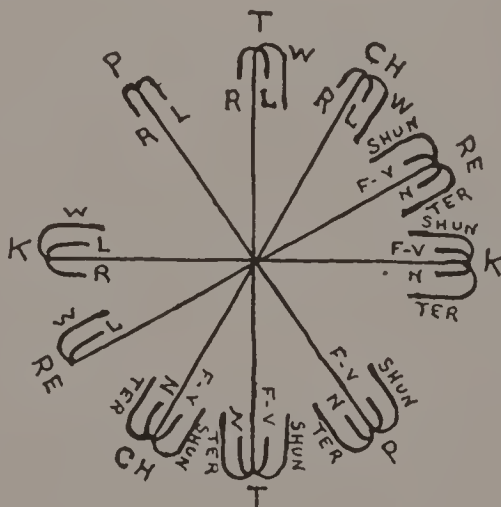
Par. 215. and a, and as, and as the, and is, of the, of a, I will, I have, to, to our, to ours.

Par. 216. do a, did a, shall a, at a, for a, not the, not a, enter the, enter a, I shall, I may, I know, of my, of course.

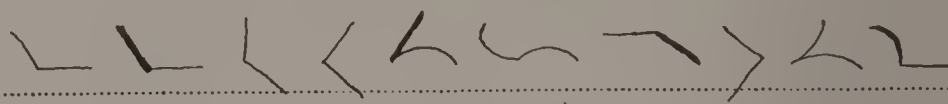
Par. 217. we do, for we, in your, which we, which you.

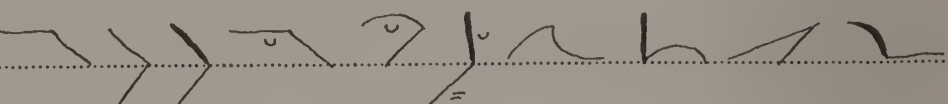
Par. 218. shall all his, what are his, for all his, I did not know.

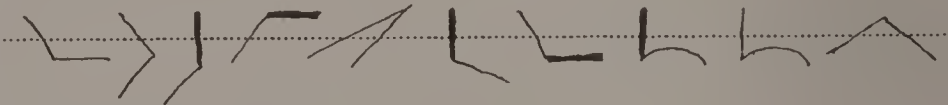
Review. he is, of the, on the, of a, on all, to our, to all, and the, of all, I will, I have, from its, had not, do not, had all, for all, for our, shall our, as the, is the, shall have been, shall its, shall not, shall have, had there, what there or their.

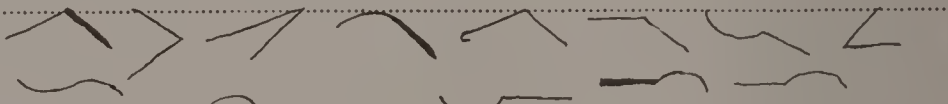


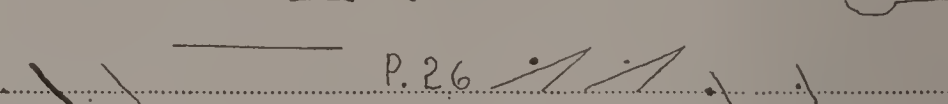
Lesson II.

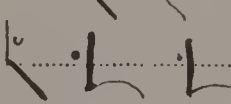
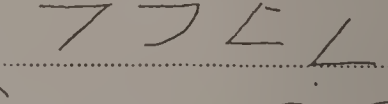
P. 18. 

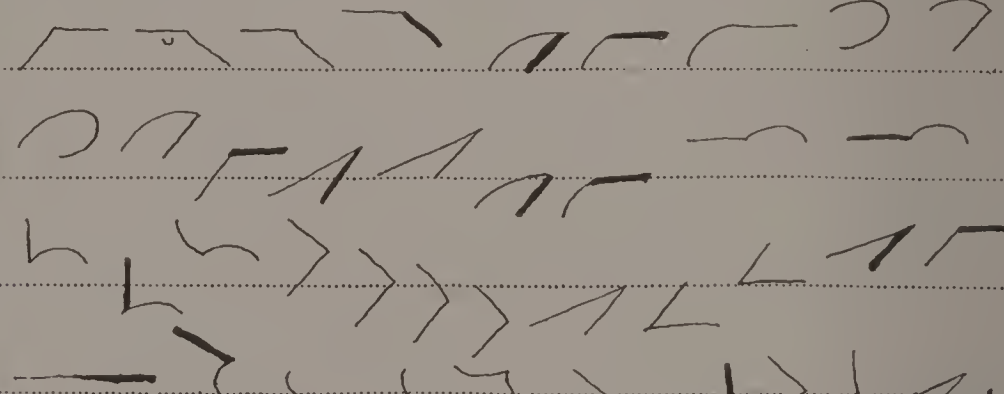
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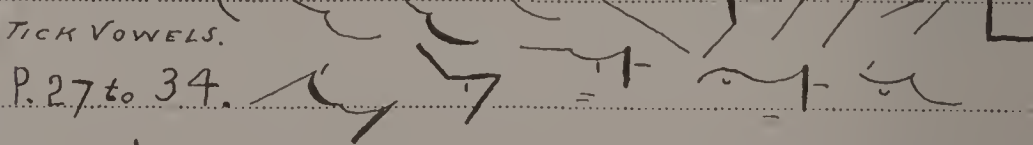
P. 20. 


P. 21. 


P. 23. 

P. 24.  P. 26. 

REVIEW. 

TICK VOWELS. 

P. 27 to 34. 

P. 35. 

Lesson III.

P40-1-2 \ / \ \ \ n) e _ _ \ b b

p43. e s r p r / p i - - -

P44

P. 45

[illegible]

TICK VOWELS

P. 29-35

P. 47.

P. 48.


P 49.



p. 50

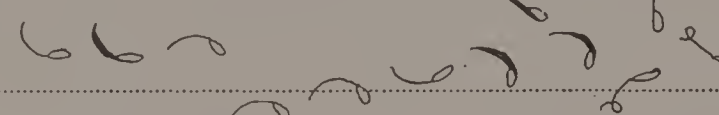
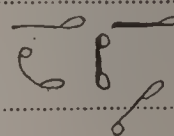
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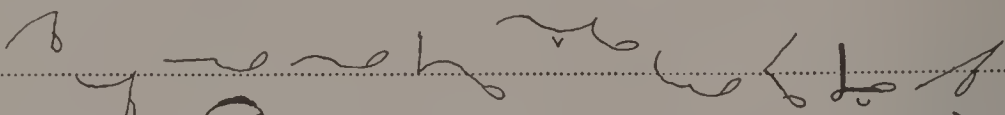
REVIEW.

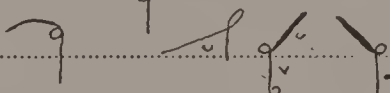


Lesson IV.

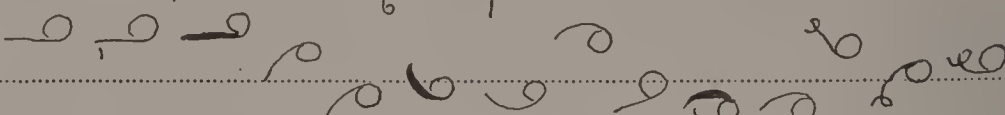
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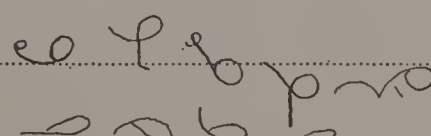


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 P.58 

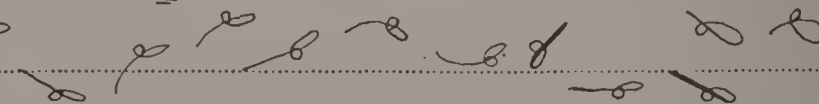


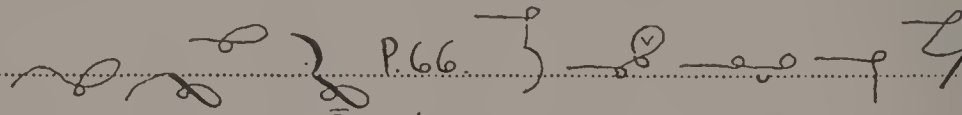

P.59.  P.61.  P.62. 

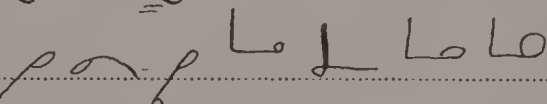


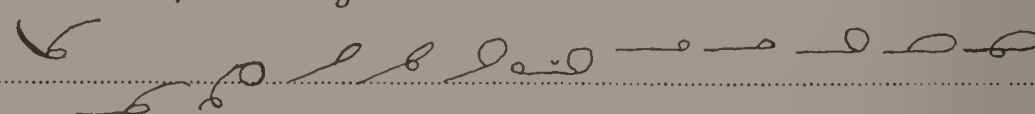
 L P.63.  P.64. 

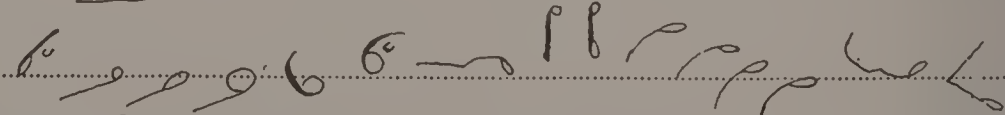



P.65. 


 P.66. 

REVIEW. 

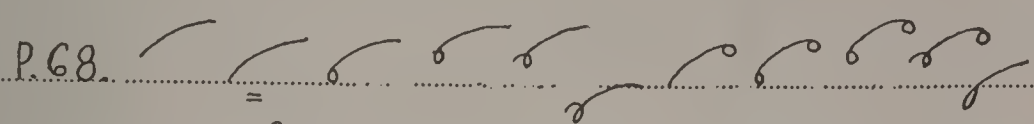


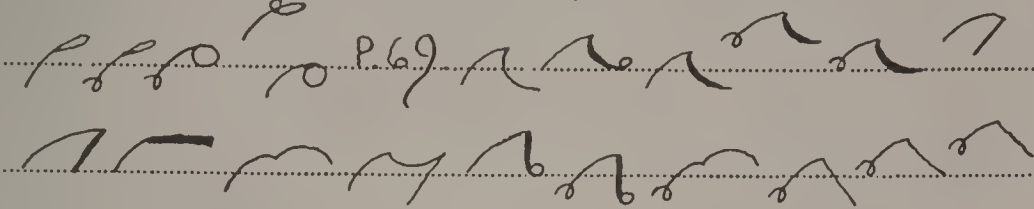


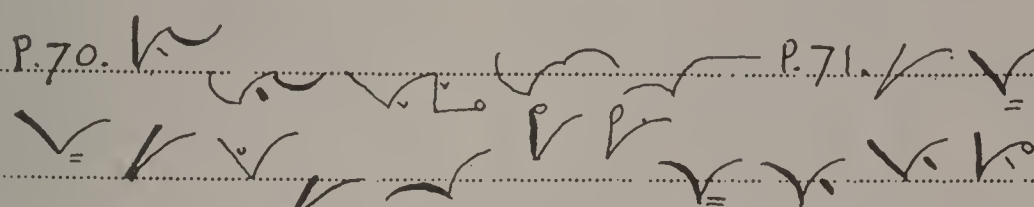


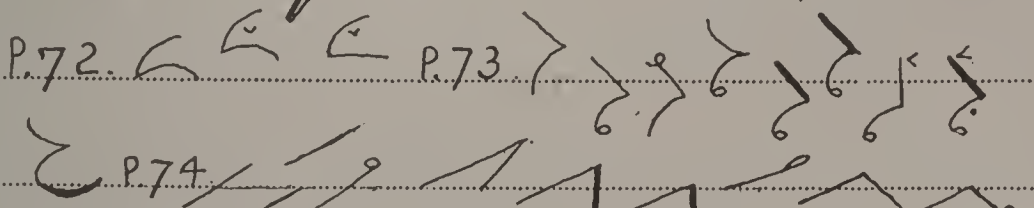


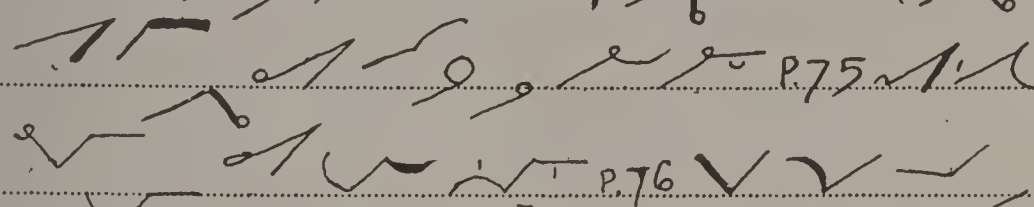
Lesson V.

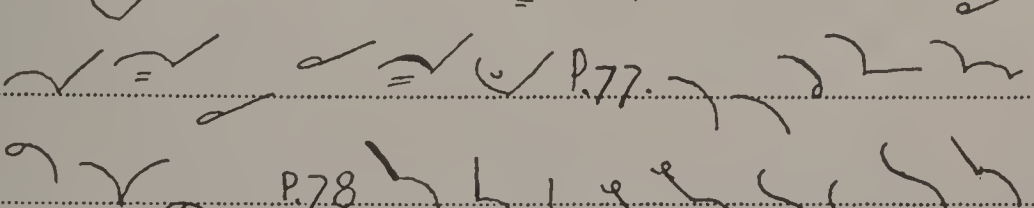
P.68. 

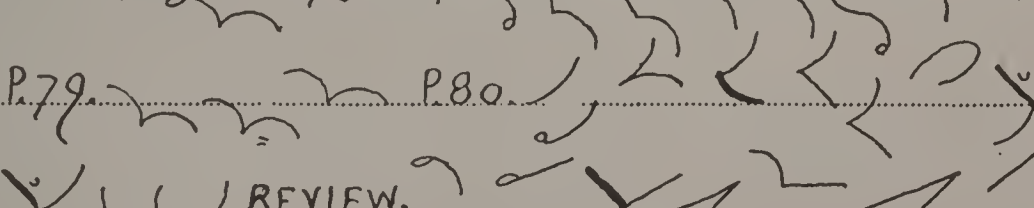
P.69. 

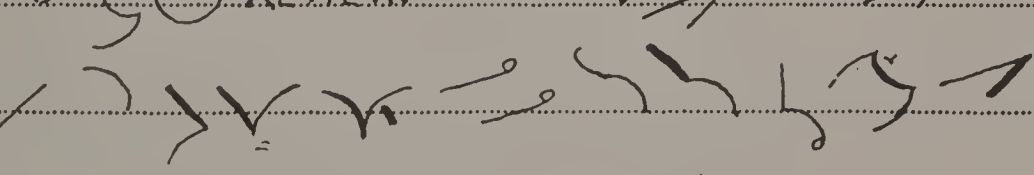
P.70. 


P.71. 

P.72. 

P.73. 

P.74. 

P.75. 

P.76. 

P.77.

P.78.

P.79.

P.80.

REVIEW.

Lesson VI.

P.86-87. \ \ / / _ _ c c o o

\ \ / / _ _ c c () o o r

P.89. / / _ _ b b f f b b b

o o / / _ _ / / b b

b b b b c c c c c c c c

o o g g g g g g g g

P.91. h h h h h h h h

P.93. / / _ _ o o o o o o o o

c c c c c c c c c c

REVIEW. b b b b b b b b

c c c c c c c c c c

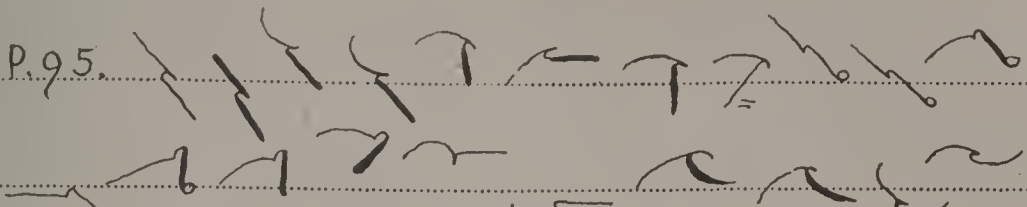
h h h h h h h h

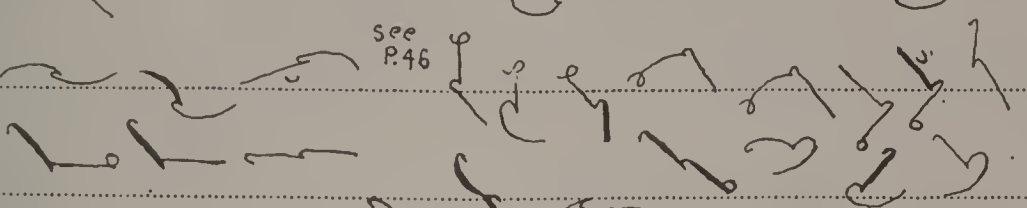
o o o o o o o o o o

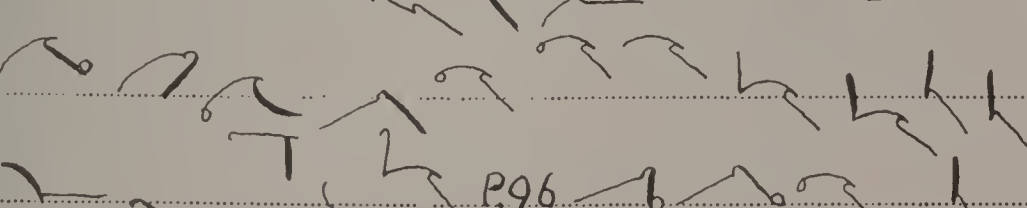
c c c c c c c c c c

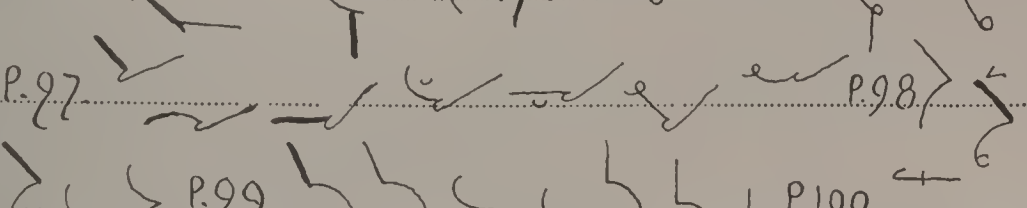
h h h h h h h h

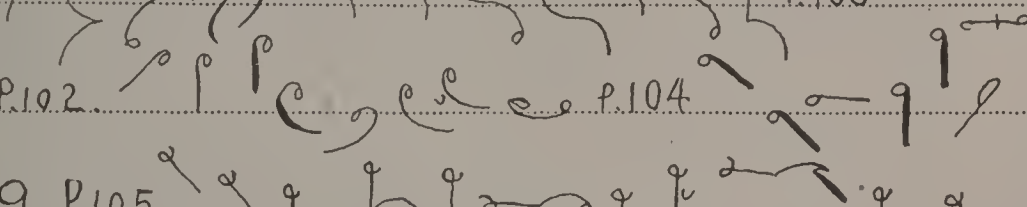
Lesson VII.

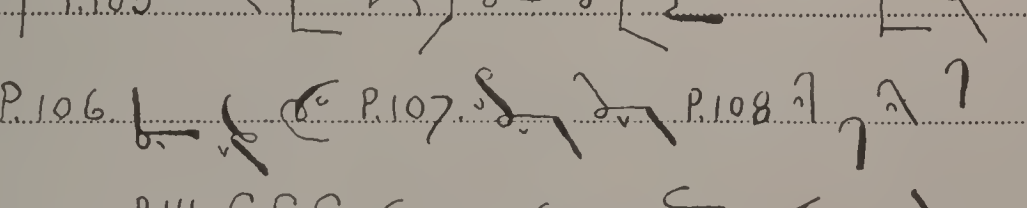
P.95. 

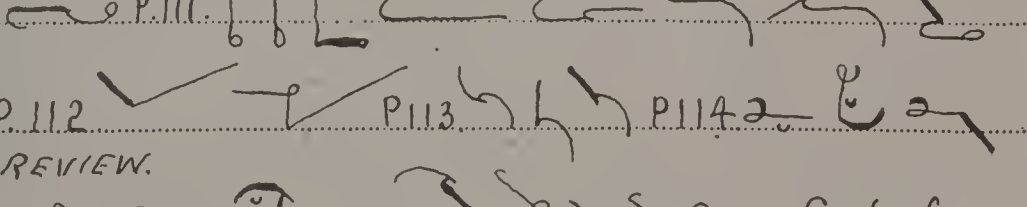
 see P.46

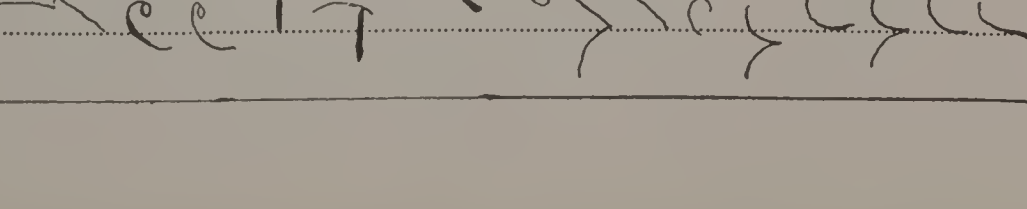
 P.96


P.97  P.98

 P.99

P.102  P.100

9 P.105  P.104

P.106  P.107

P.108  P.111

P.112 P.113

P.114 P.114

REVIEW.

Lesson IX.

P.141.

P.142.

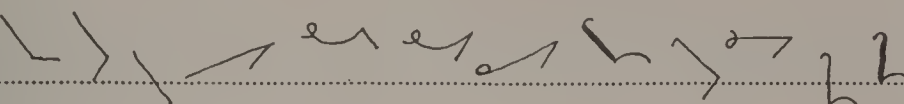
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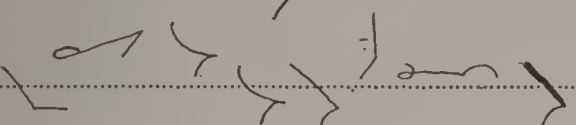
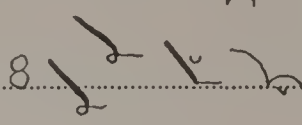
P.144.

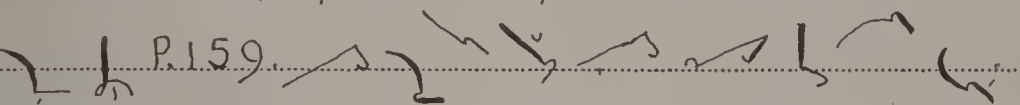
P.145.



P.146. REVIEW.


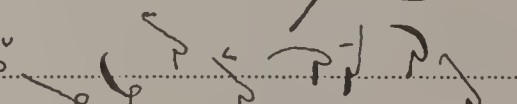
Lesson XI.

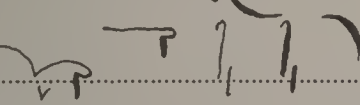
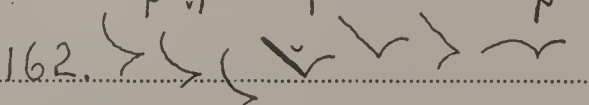
P.157 

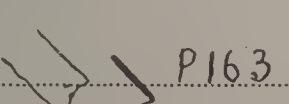

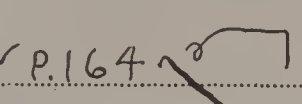
 P.158 


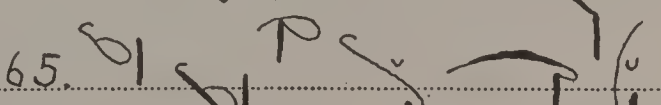
P.159 

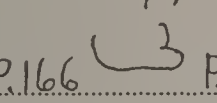

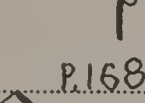
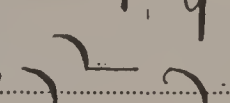
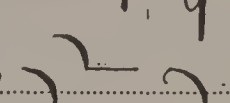
 P.160 

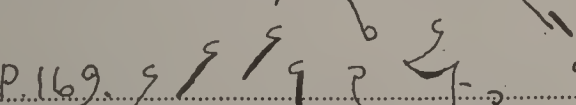
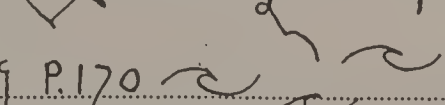
 P.161 

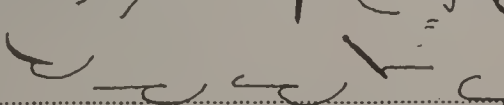
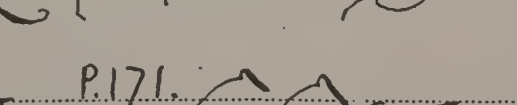
 P.162 

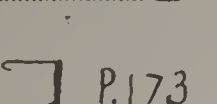
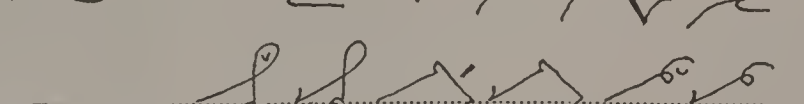
 P.163  P.164 


 P.165 

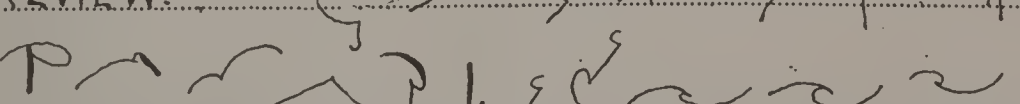
P.166  P.167  or  or  P.168 

P.169  P.170 

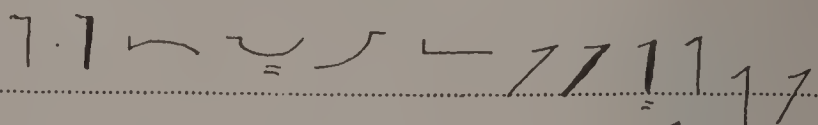
 P.171 

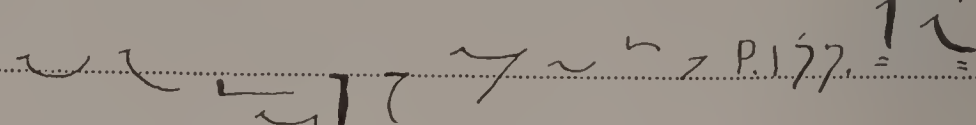
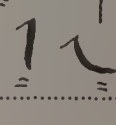
 P.173 

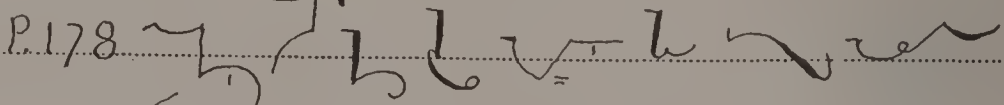
REVIEW. 

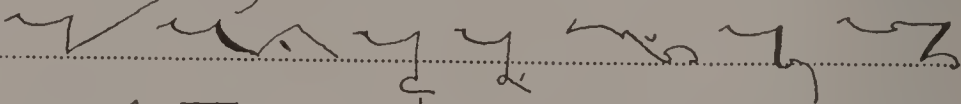
 P.174

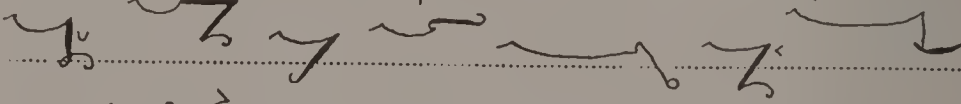
Lesson XII.

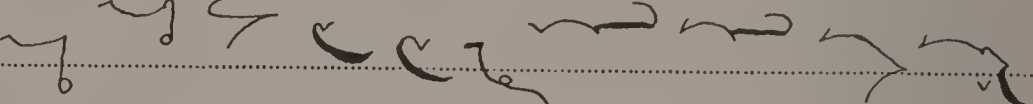
P. 174-5-6 


 P. 177. 

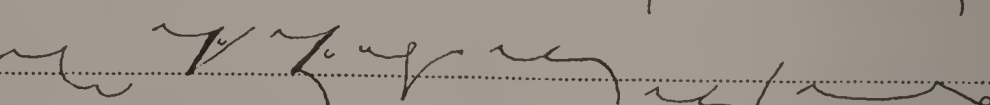
P. 178 




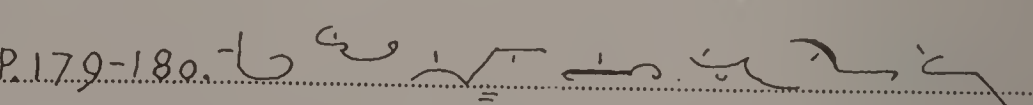


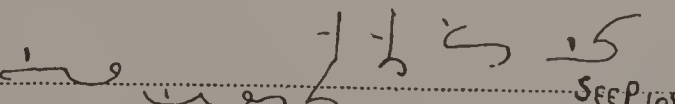
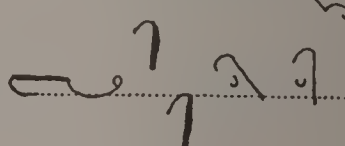








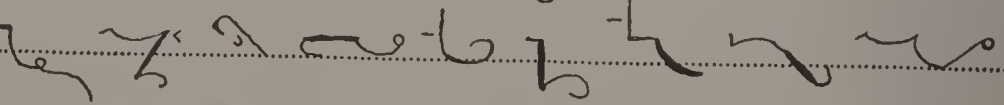


P. 179-180. 

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REVIEW. 





Lesson XIII.

"con"

P.182.

"com"

P.183

P.184.

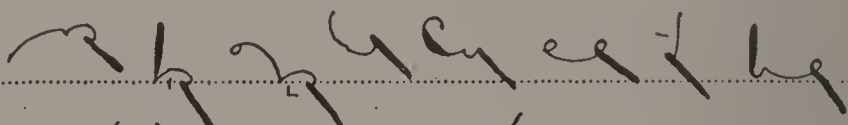
P.185.

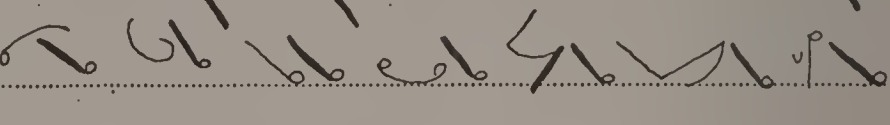
P.186.

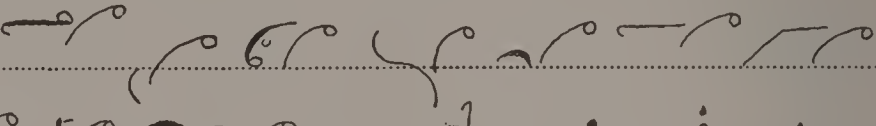
P.187.

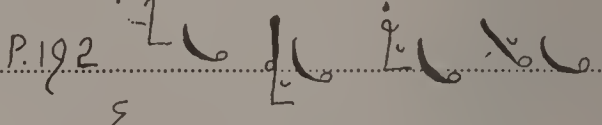
P.188. REVIEW.

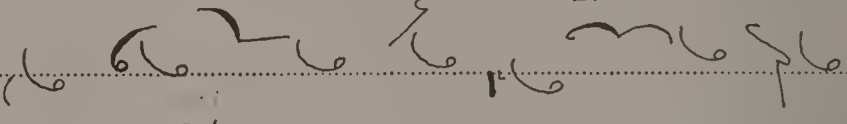
Lesson XIV.

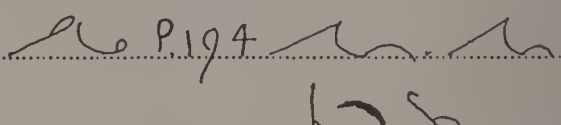
P.189. 

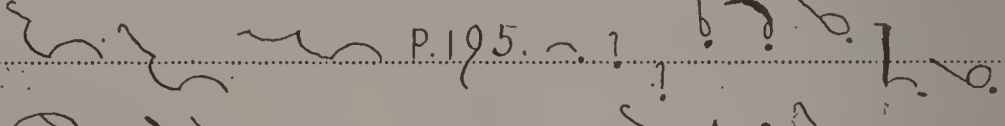
P.190. 

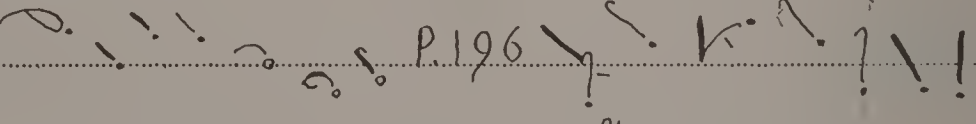
P.191. 

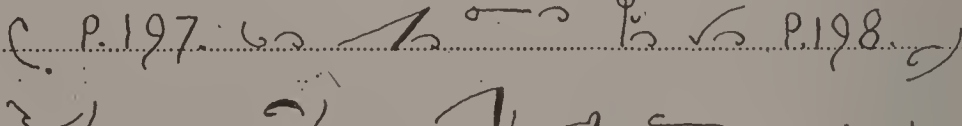
P.192. 

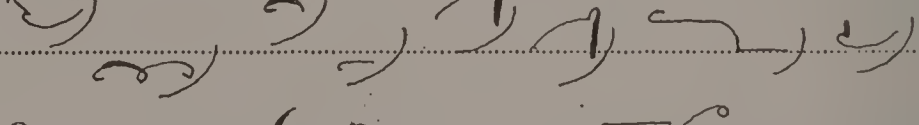
P.193. 

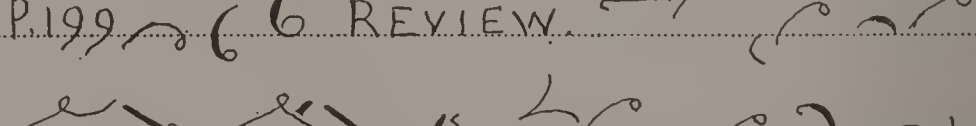
P.194. 

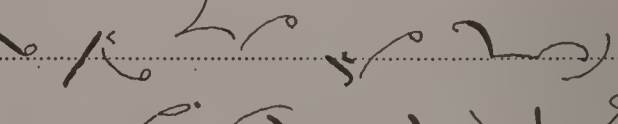
P.195. 

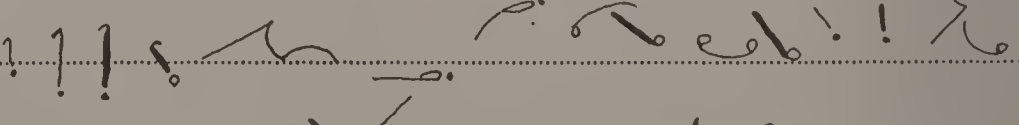
P.196. 

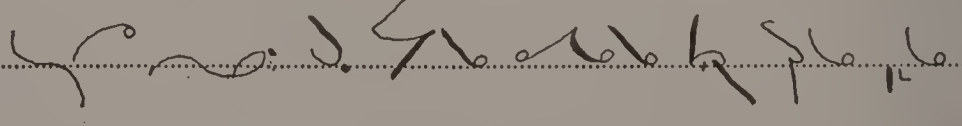
P.197. 

P.198. 

P.199. 

6 REVIEW. 





Lesson XV.

HAD BY DO DID PART SHALL SHOULD WHERE WHAT AT FOR IN WHICH
 Buy | | | FROM | | WERE | | |

P.201-2 P.203

P.204

P.205 P.206

P.207 P.208

P.209 P.210

P.211 P.212

P.213 P.214 P.215

of "i" "on" to
 P.216

P.217 P.218

REVIEW.

he
 I AM I MAY

WORD SIGNS

It will be found that the most important consonants in a word are generally represented in its word sign, and that it is almost invariably written in its correct *vowel position*. If, therefore, the outline be syllabized in accordance with rules already given, and its consonants pronounced with the position vowel, the labor of mastering word signs will be greatly lessened. For instance, *suB*, for *subject*; *ReG*, for *regular*; *PreLem*, for *preliminary*; *aR-KaTe*, for *architect*; *Part*, for *particular*, etc.

In the body of a sentence, as will be seen from the following examples, the above method of syllabication will almost invariably suggest the word. (Word signs are *italicized*.)

Ex. The *ins* policy was written last *Nov*. We will *endev* to take the *prelem* examination. It 'l be *impos* for me to write a complete *skripshun* of what I heard last *Feb*. He is a *reg* member of the society. This is a most *import sub*. I would *sujest* that *u* see *Guv*. Smith *immedly*. A *sert* of good *elth* was *giv* him by *Dr*. Wilson. I *distly* stated that we shall *manf* many useful articles. It is *impos* to *remem* all the good *ings* that he told us. I would *sujest* that *u* *endev* to speak more *distly*, *kas* we can not *nderstand* 'f of what *u* say. *Nev neg* to *perfm* your duty.

A.

| | |
|--------------|--|
| able | |
| above | |
| according | |
| advantage | |
| advertise | |
| affect | |
| again | |
| almost | |
| already | |
| altogether | |
| among | |
| an-and | |
| another | |
| any | |
| are-our | |
| architecture | |
| as-has | |
| astonish-ed | |

| | |
|-----------|--|
| at | |
| aught | |
| authority | |
| authorize | |
| awe | |

B.

| | |
|------------|--|
| bankrupt | |
| bankruptcy | |
| baptism | |
| because | |
| become | |
| before | |
| began | |
| begin | |
| begun | |
| belief-ve | |
| between | |
| beyond | |

brother
brother-in-law
but

C.
capable
certificate
children
characteristic
circumstances
citizen
collect
come
company
correct
could
county

D:
December
defendant
degree
deliver-y
democracy
democrat-ic
describe
description
develop
did
differ-ence-ent
difficulty
discriminate
distinct
doctrine
dollar
domestic
during

E.
each
effect
endeavor

establish-ed
ever
every-very
experience
extraordinary
extravagant

F.
fact
familiar
familiarity

February
first
for

form
frequent
from

G.
general-ly
gentleman
gentlemen
given
govern
government
governor
Great Britain

H.
had
half
have
he-him
health-y
hear-re

help
her
his-is
how
however

I.

immediate
importance-t
impossible
indispensable-y
influence
intelligence
intelligently
insurance
is-his

J-K.

January
Junior (Jr.)
knew

L.

language
lengthy
legislature
legislator
long

M.

manufacture
manufacturer
Massachusetts
memoranda
memorandum
misplaced
movement
Mr.

N.

neglect
never
new
New York
next
no, sir

November

now
number

O.

O, oh, owe
owing
owed
object
observation
of

on
own
opinion
opportunity
or
other

our-are
over
ownership


P.

part
parted
particular
peculiar
peculiarity
perform
phonography
popular-ity
possible-y

practical-ly
preliminary
principal-le

privilege
probable-y
probability

proportion
public-sh
published

qualify 
 quality
 quarter

R.
 recollect
 refer-ence
 regular-ity
 remark
 remember
 represent
 representative
 responsible-y
 responsibility
 Reverend
 Roman Catholic

S.
 San Francisco
 satisfactory
 satisfaction
 September
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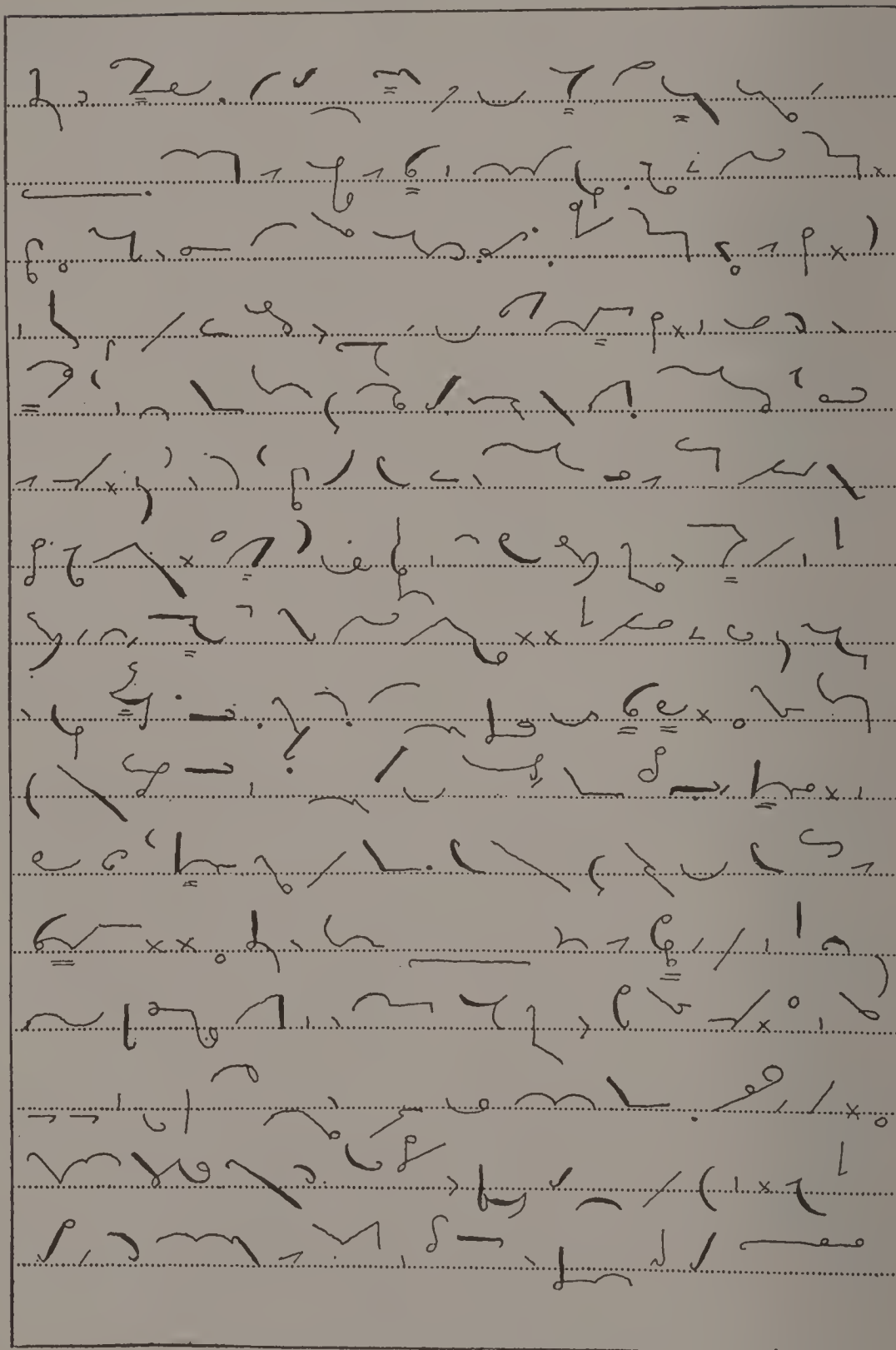
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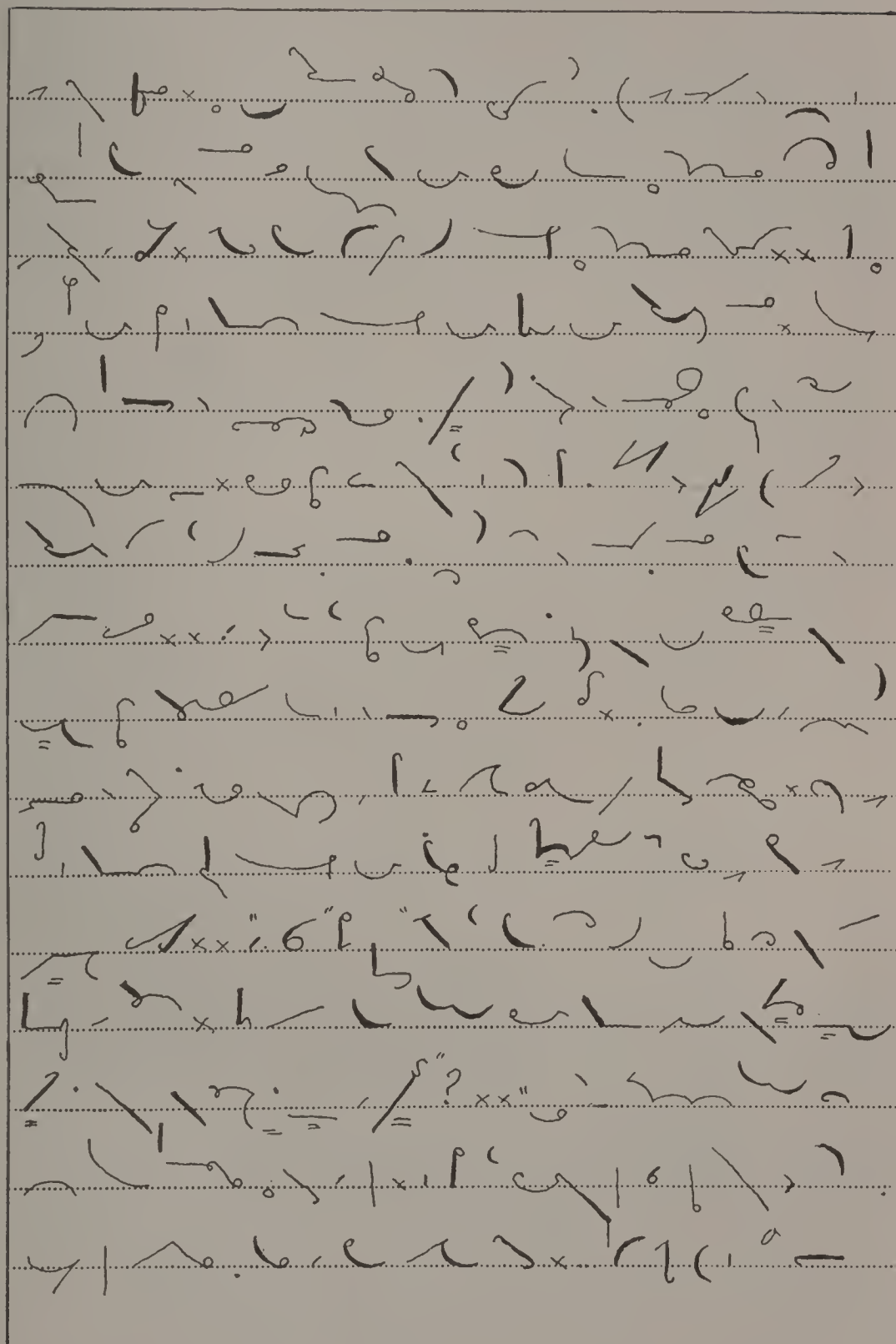
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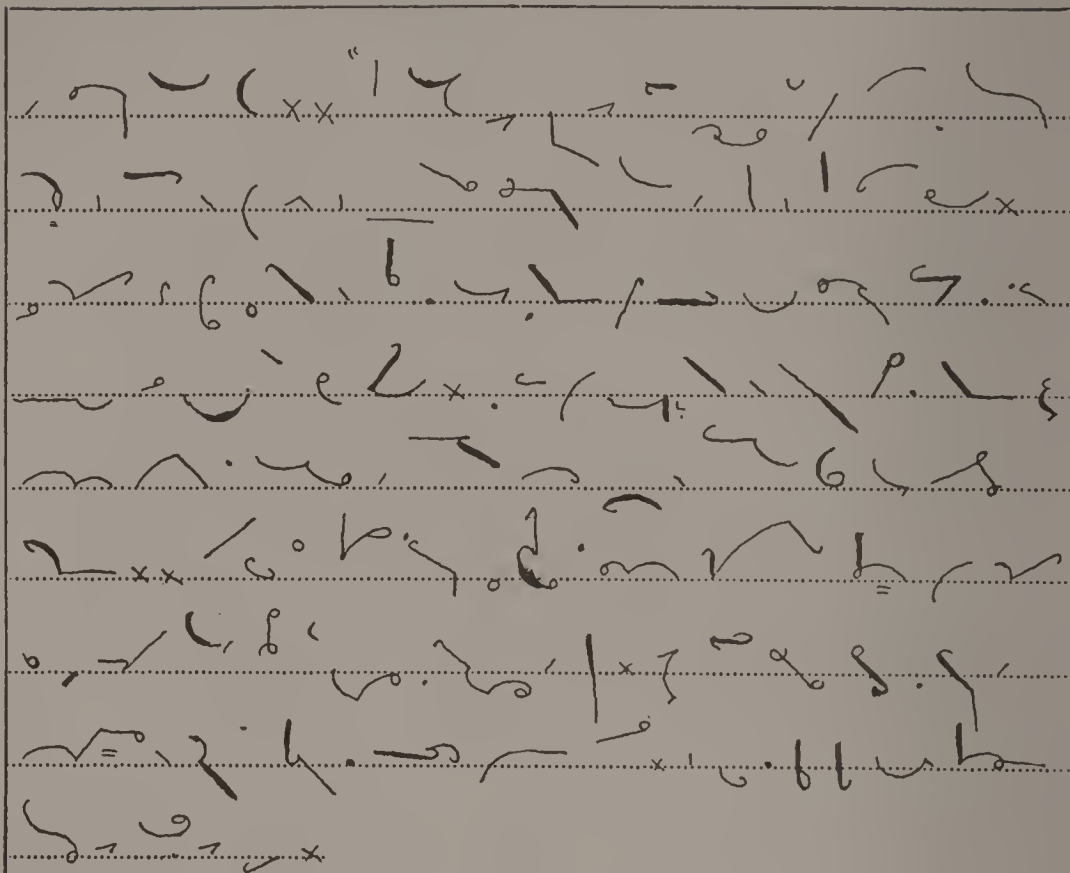
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Imaginary Letter.

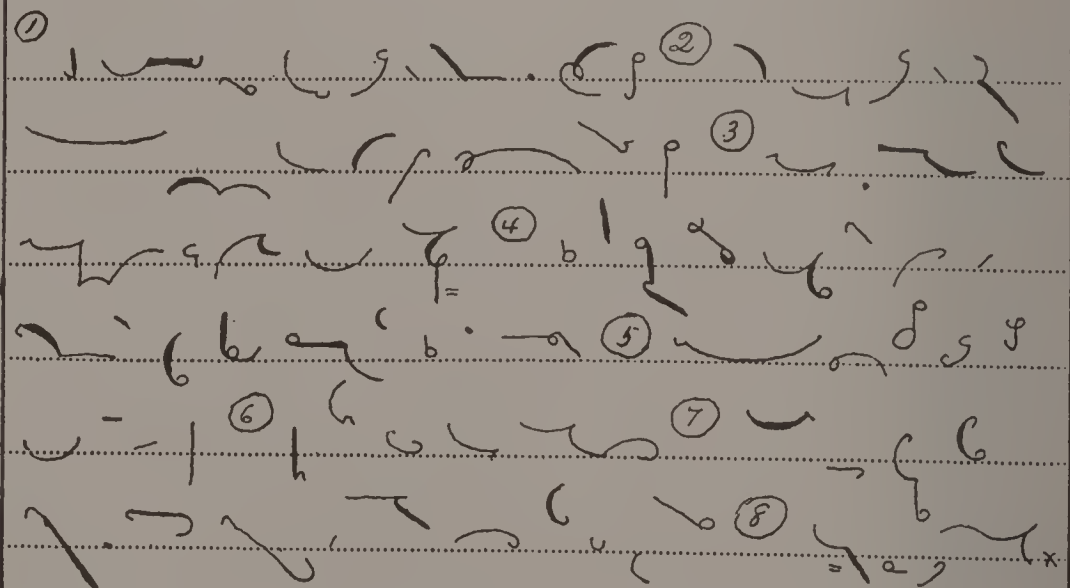


(See page 90 for Translation.)





SIMPLE SENTENCES, INTRODUCING WORD-SIGNS.



1.

12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44

M. 1 2 3 4 5 6 P. 1 2 3 4 5 6 7 8 9 10

P.

① R. ①

② ③

④ S. ⑤ ①

② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩

⑪ ⑫ ⑬ ⑭ T. ① ② ③

④ W. ① ② ③

④ ⑤ ⑥

⑦

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W.

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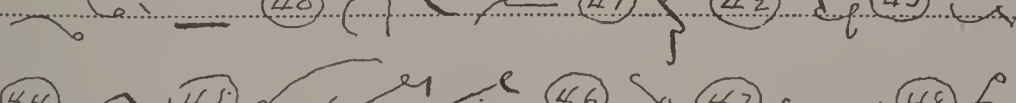
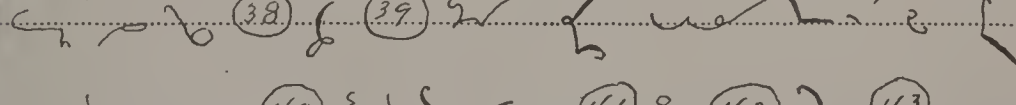
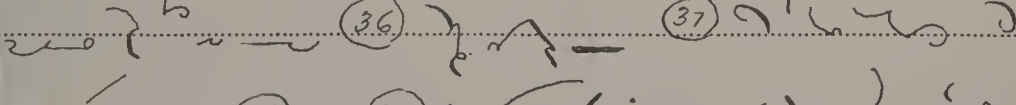
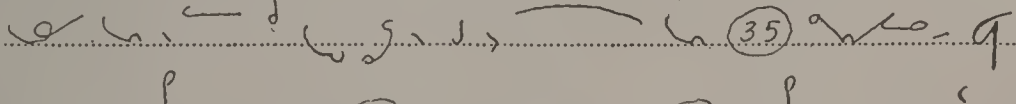
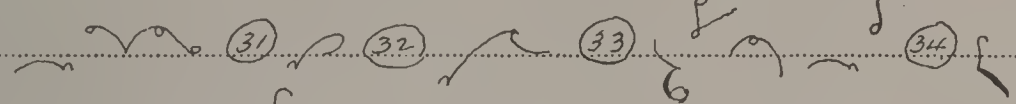
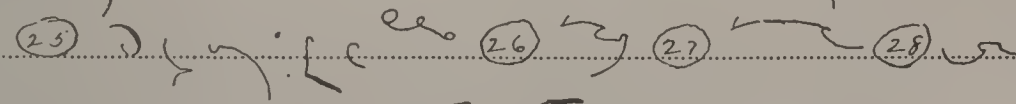
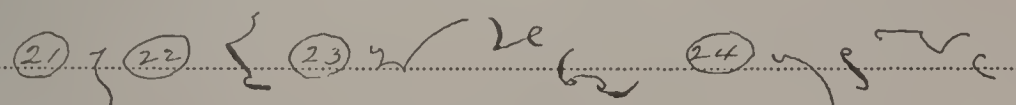
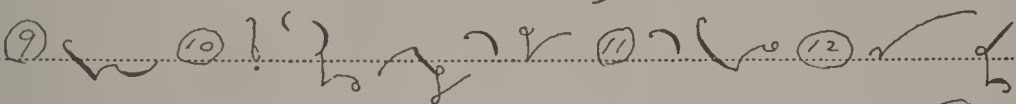
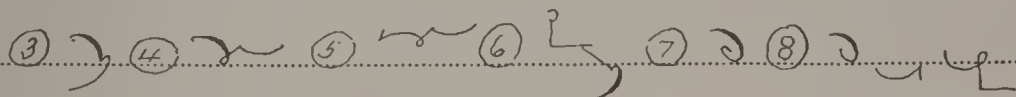
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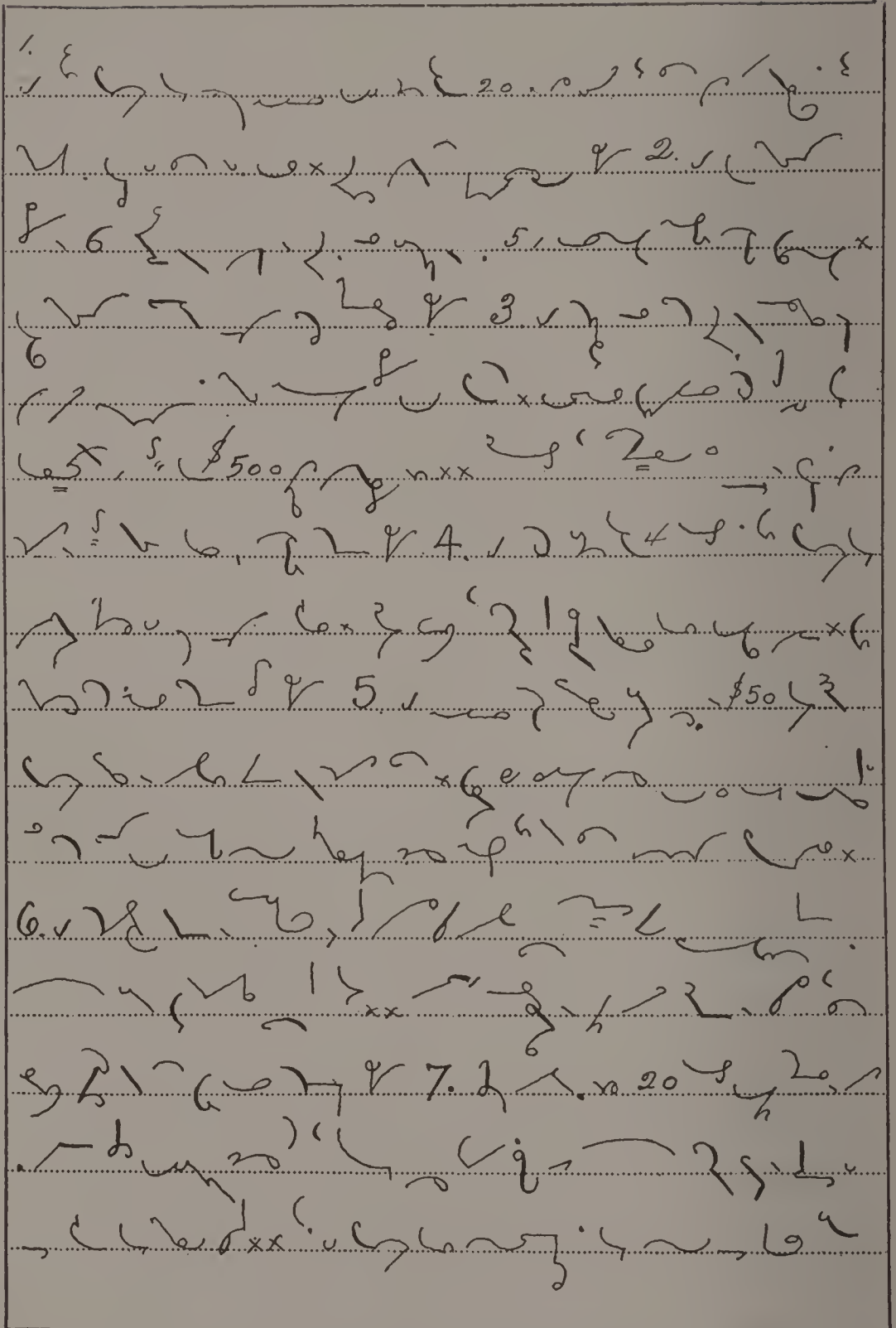
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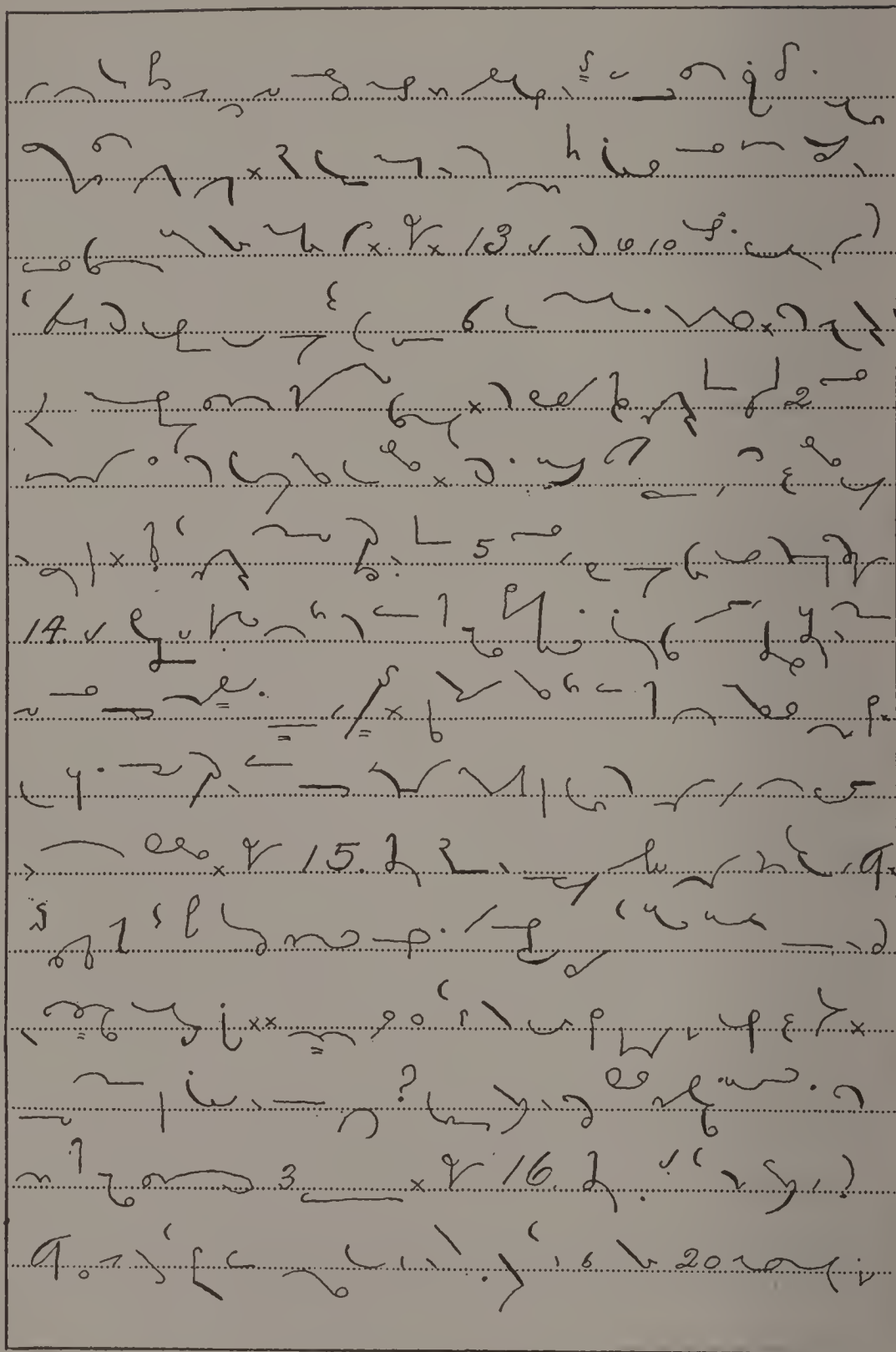
REVIEW PHRASES. NO TRANSLATION. ① ②

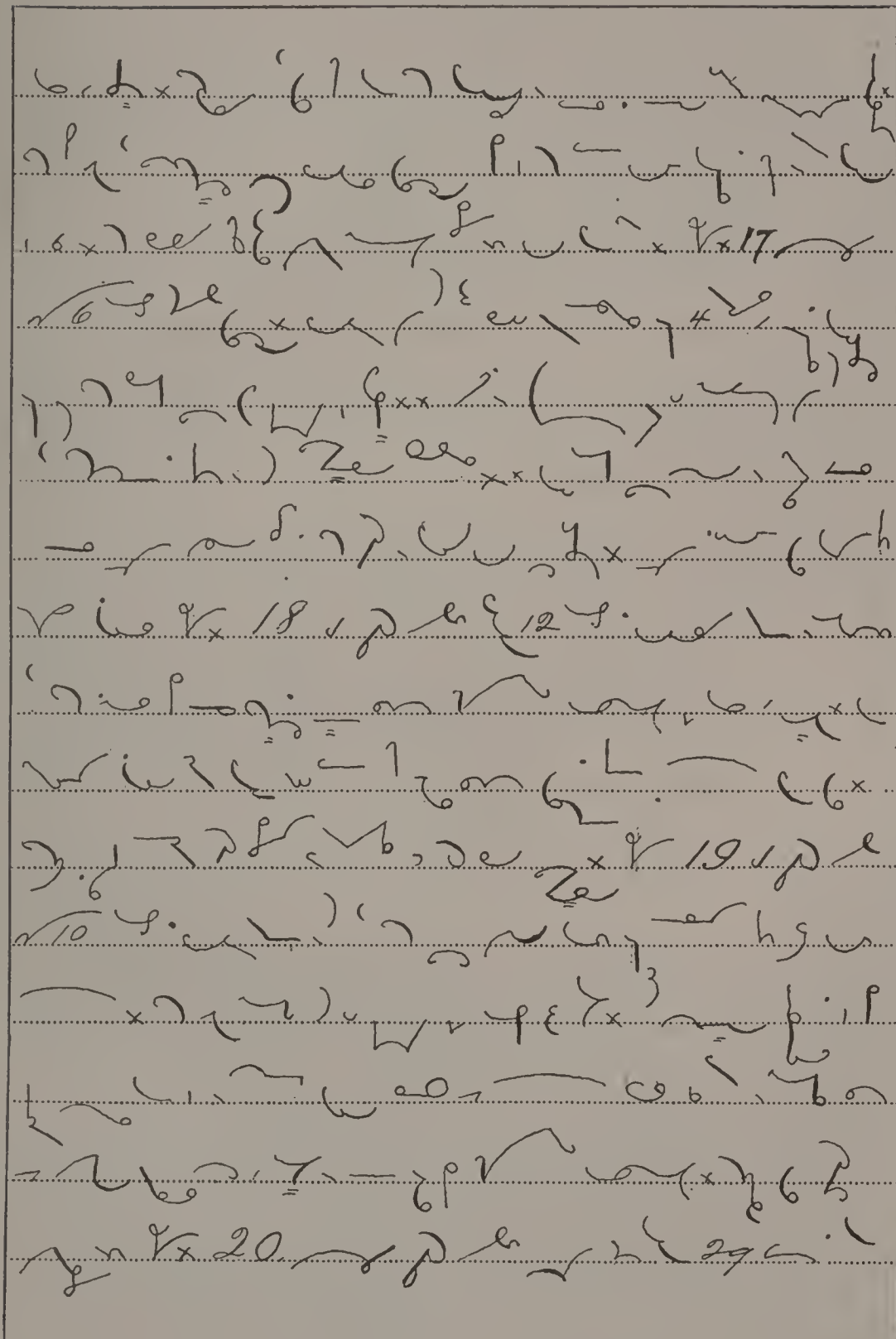


Business Letters.

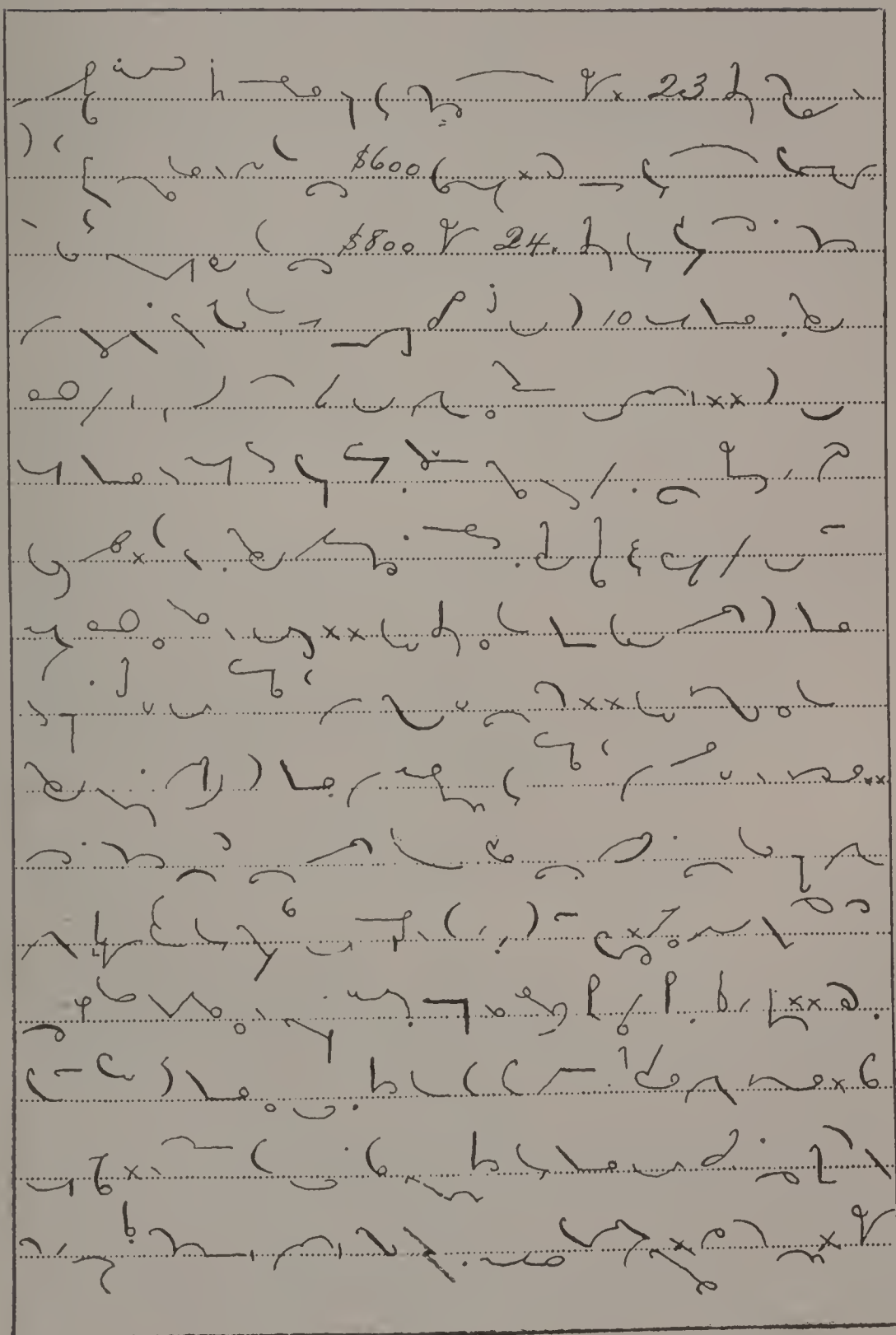


(See page 97 for Translation.)

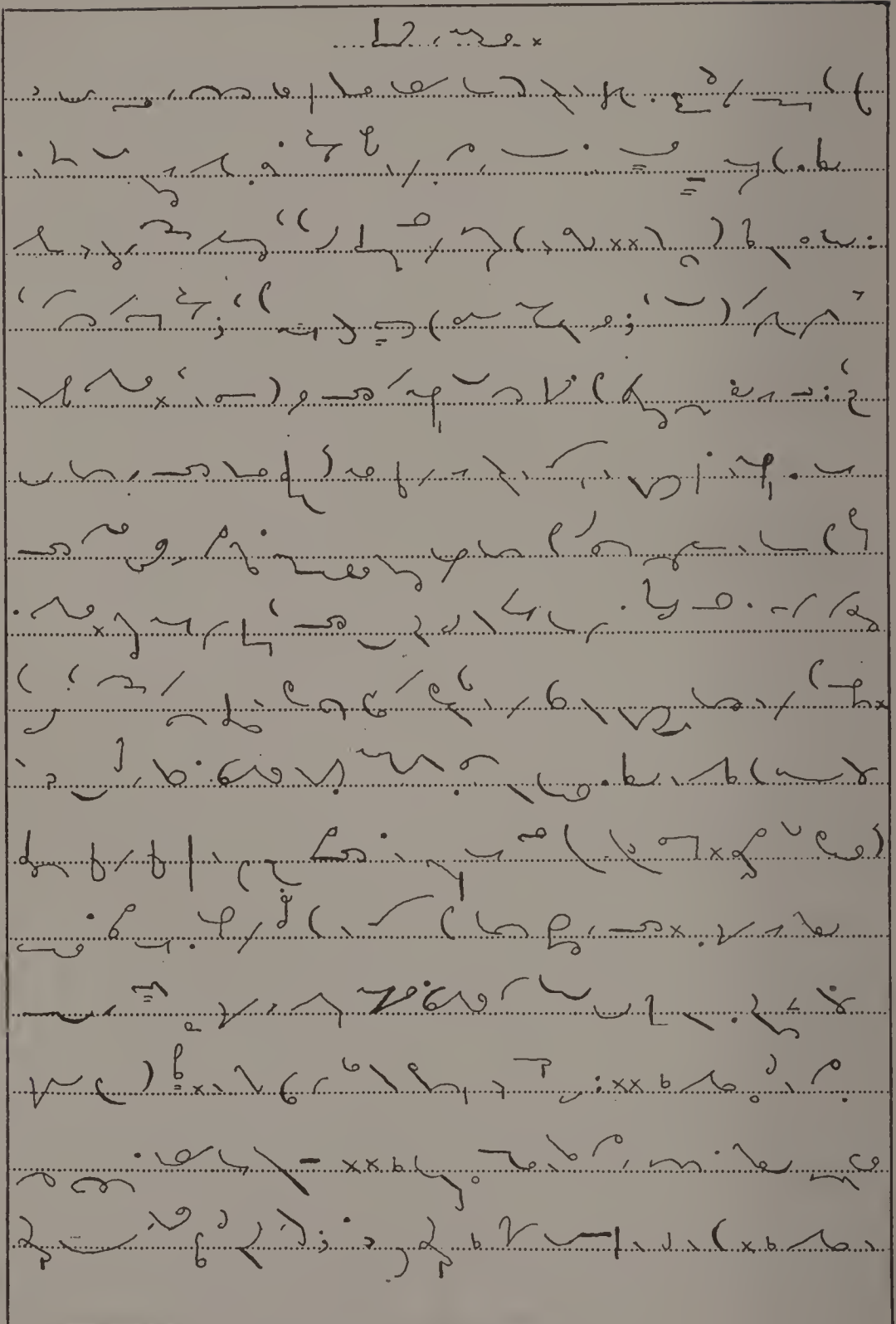




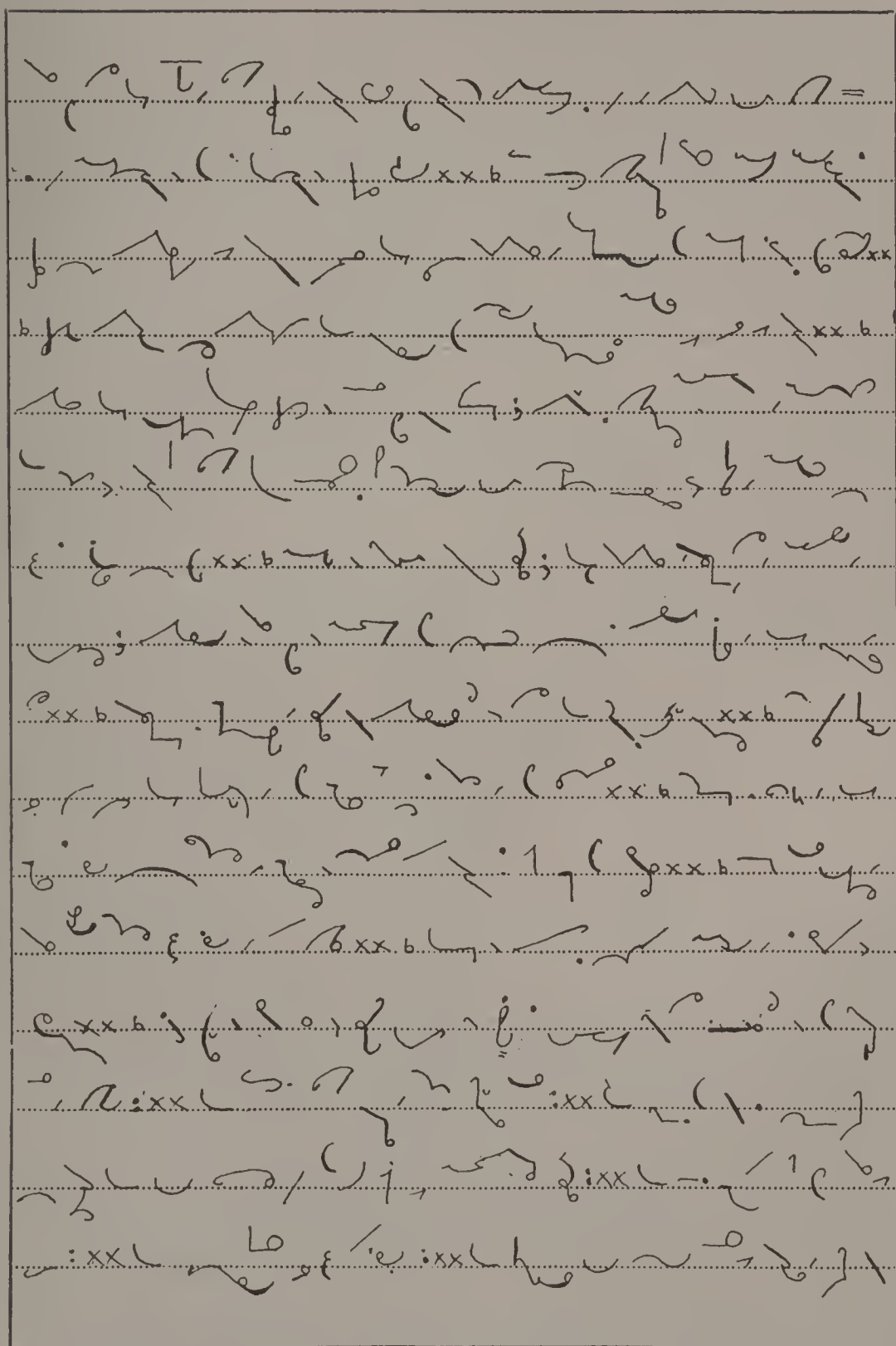
Handwritten notes in Arabic script, likely a list or index, covering the bottom half of the page. The text is dense and includes various symbols and numbers, such as "21.10.26" and "22.10.26".

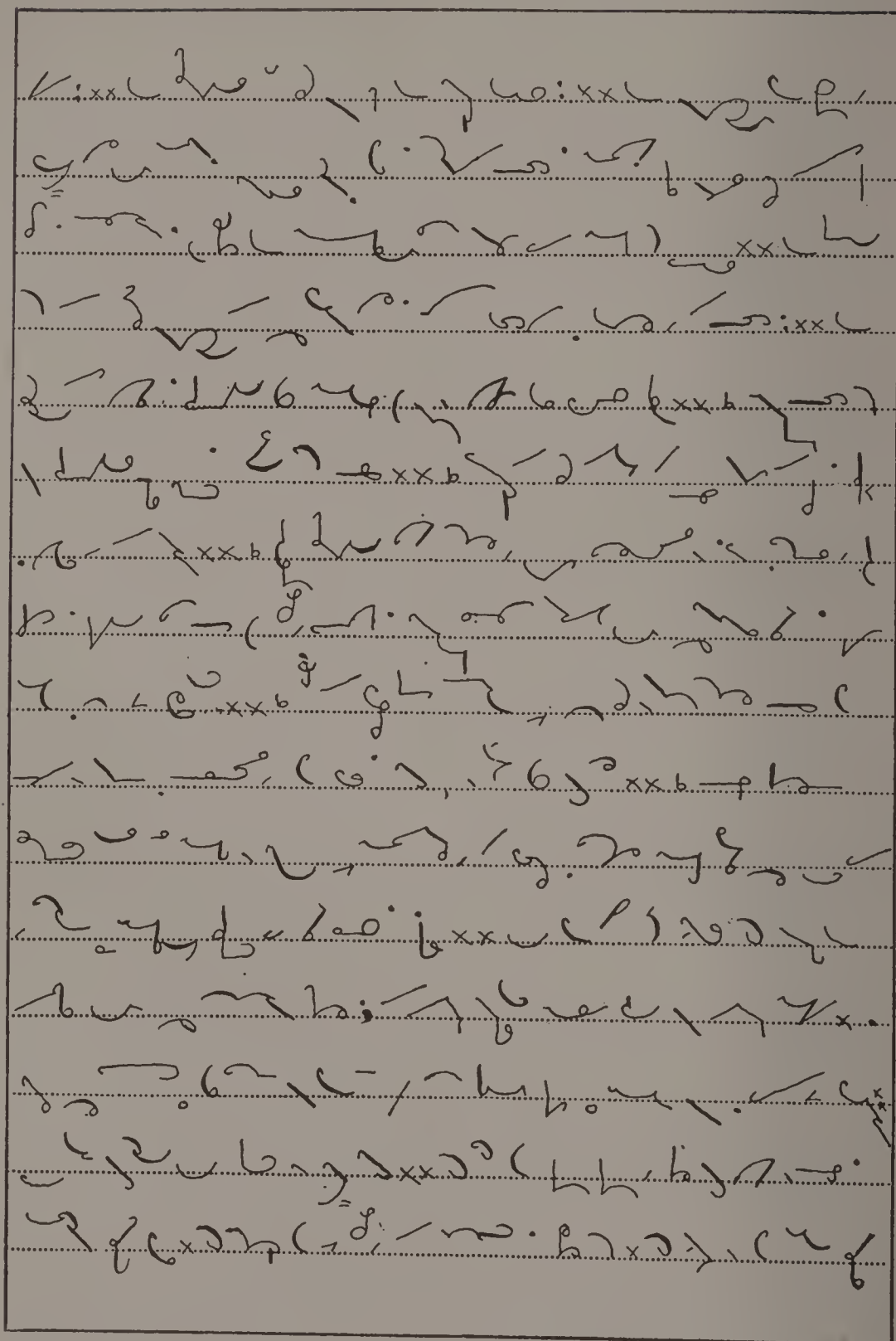


Declaration of Independence.



(See page 104 for Translation.)





IMAGINARY LETTER

(See page 72 for Shorthand.)

The following "Imaginary Letter" contains all important word signs, and affords a most interesting means of mastering them. It should be written and re-written until it can be taken from dictation at the rate of fifty or sixty words a minute. (See page — for shorthand).

Dear Sir:—When Mr. Jackson, a young gentleman from Great Britain, arrived in New York last February, for the purpose of collecting memoranda of the institutions of the United States, he immediately visited the office of a well-known architect. It was his endeavor to secure all possible information concerning the extraordinary architectural buildings of the city. These, he had been told, were quite indispensable to the growth of any large American City. He next went to Massachusetts, that he might become familiar with the methods generally employed by leading manufacturers of that section of the country. He was astonished to hear that it was usually very difficult to manufacture goods of the quality required by the citizens of this republic. As the Legislature was in session at this time, he made several special trips to the Capitol, where he had the pleasure of meeting the Governor and a number of well-known representatives.

At the request of a friend, he was invited to visit Washington, and given the privilege of hearing all important discussions in the United States Senate. His perfect familiarity with public questions gave him an important advantage in understanding the peculiar circumstances governing the Democrats. He soon learned that Democratic principles were becoming very popular with the people in every quarter of the United States of America.

His desire to form a correct estimate of the Southern States, of which he had heard so many different descriptions, led him to make a lengthy trip to the southern part of the country. As he passed from county to county, he found it almost impossible to record in his memorandum book the resources of each. His preliminary observations probably would not have been satisfactory to the distinguished gentlemen who were with him. However, at the suggestion of one member of the party, he at once began to discriminate between the general characteristics of the principal districts. His long practical experience would frequently astonish the youth of the country, to whom he spoke at every opportunity, because of his firm belief in the singular ef-

fect his remarks always had on people of intelligence. Even very young children usually understood his remarks perfectly.

During his short stay in the city he became interested in the defendant in a bankruptcy case. After the lawyer had begun to cross-examine the witness, the Judge was compelled to exercise his authority to maintain order in the Court. Since it was quite probable that he would deliver a charge to the gentlemen of the jury with reference to the bankrupt law that should govern the case, a movement was made to carry the case over according to regular rules.

Owing to the fact that it was now September, and he was to be in San Francisco by November, it was absolutely necessary for him to begin his journey at once. The first thing of importance was, of course, to purchase an insurance policy, on delivery of a health certificate, which had been misplaced. While on the train he became deeply interested in a conversation between Dr. Harrison and a friend, on the subject of the Roman Catholic religion.

"Oh, yes, sir," said the doctor, "I believe that every man should know what is meant by our doctrine of baptism. Do you recollect ever having seen the book written by James King, Jr., and published by Smith and Co., of Atlanta, Georgia?"

"No, sir, but I remember having heard my father express his opinion of it. He said that in all probability it owes its popularity to the way in which it represents the views of several reverend brethren. Yet I differ with him as to the degree of similarity among them."

At length, on the top of the great mountains beyond which lay the far West, he began to think how he could possibly describe half of what he had already seen. On his return he will authorize his brother to advertise a new book, which will give, in simple language, a complete account of his long but swift journey. The difficulty will, no doubt, be to publish such a book without the immediate help and influence of capable men, who are to qualify themselves for the responsible work.

Our friend has at last completed his travels, and sometime during the latter part of December will return to his own country, having the satisfaction that follows the performance of duty. I think the greatest surprise has been the ability of Americans to establish and develop a government like ours. He found a distinct difference in the domestic affairs of the nations of the world.

BUSINESS PHRASES

(See page 75 for Shorthand.)

A.

1. All such matters. 2. All that time. 3. As such. 4. Answering your inquiry. 5. Answering your letter. 6. A reply at your earliest convenience will very much oblige, Yours truly. 7. Awaiting your further reply. 8. Are you certain that you can depend upon what he says? 9. Assuring you that we will do our best to please you. 10. We are, Yours truly. 11. As far as possible. 12. As far as it is. 13. As soon as possible. 14. As soon as it is. 15. As soon as there is. 16. As there is. 17. As it is not. 18. Advise us either by return mail or by wire. 19. Any orders with which you may favor us will receive our best attention. 20. After all. 21. After this. 22. As per your request. 23. As to whether or not. 24. As to that. 25. As to this. 26. As you may be. 27. As we have received. 28. After you have. 29. As near as possible. 30. As we direct.

B.

1. Bill of lading. 2. But you may. 3. By this. 4. By their. 5. But you can. 6. Before you were. 7. Before you are. 8. But you were. 9. Be careful. 10. By which. 11. Because there is. 12. Before or after. 13. Before you can. 14. Between this. 15. Best time. 16. Beforehand. 17. By that.

C.

1. Can be. 2. Could be. 3. Could not be. 4. Could not have. 5. Could this.

D.

1. Do you. 2. Did not know. 3. Do you recollect. 4. Do you remember. 5. Did you recognize.

F.

1. For such. 2. For such is the. 3. For there is. 4. For your information. 5. For this. 6. From your letter 10th. we understand that there is no one.

G.

1. Go there.

H.

1. Had not known. 2. Has been done. 3. Hoping to be favored with an order in the near future, we are Yours truly. 4. Have another. 5. Have been. 6. Have its.

I.

1. I am. 2. I am quite sure. 3. I am quite certain he will go. 4. I think so. 5. In response to your letter 30th ultimo beg to inform you that it will be out of the question for us to let you have the money at the present time. 6. In reply to your letter of yesterday afternoon, beg to advise that we can furnish you with five carloads of lumber next month. 7. I suppose there will be a great demand for the articles you mention. 8. If these prices are satisfactory please wire us when you receive this letter. 9. Inclosed herewith we hand you our check for \$400.00, which we will thank you to place to the credit of our account. 10. Inclosed please find New York Exchange for \$960.00. 11. In reply to yours. 12. In accordance with your request. 13. I will not go. 14. I have your telegram of this morning. 15. I have received your letter in which you stated distinctly that you could not come. 16. If this arrangement is satisfactory wire us immediately. 17. In consideration of the fact that we have been. 18. In order that this. 19. It is not. 20. In the matter. 21. In a matter. 22. I know there is. 23. In this connection, beg to state that we are just in receipt of a letter from Smith & Company. 24. I fear you may. 25. I do not understand why you do not pay what you owe us. 26. I hope you will not. 27. I shall be glad to have you call on us. 28. If this is satisfactory let us know at once. 29. In some other way. 30. In order that you may. 31. In answer to yours of yesterday, will state that the arrangements you have made are perfectly satisfactory in every way. 32. I regard the person you mention very highly, and regret to hear of his misfortune. 33. I have been unable to locate this shipment. 34. In this way. 35. It is a very fine piece of property. 36. I am therefore obliged to cancel our last order. 37. It is our purpose to propose a compromise. 38. I will go there tomorrow if you think it wise for me to do so. 39. If you expect to go it will be necessary for you to wire us immediately. 40. If they accept our offer we will let you have the money at once. 41. I am quite ready to go. 42. Is it not true that you sold the property for the purpose of reinvesting the money? 43. It may be possible for us to meet you. 44. In conclusion permit me to say.

M.

1. Mr. Jackson writes that their Atlanta agency will not be established until about the middle of next month. 2. May be said.

3. May not be. 4. Maybe you will. 5. More than. 6. More than ever.

P.

1. Place of business. 2. Please do not draw on us before the 10th of next month. 3. Please take. 4. Permit me to say. 5. Please acknowledge receipt of this at once. 6. Please notify us when you wish us to ship your last order. 7. Please let us know at once if the goods are not received in first-class condition. 8. Please advise us. 9. Please find. 10. Part of his. 11. Please direct your salesman to call on us when he arrives in the city.

R.

1. Referring to your proposition to supply you with oranges, beg to state that we cannot accommodate you before the latter part of the month. 2. Rather than. 3. Remain there. 4. regretting that we cannot furnish you with goods ordered, we are Yours truly. 5. Respectfully yours.

S.

1. Soliciting your further orders. 2. Such as may. 3. Such as are. 4. Some time after. 5. Some time ago. 6. Shall do. 7. Shall there. 8. Such have been. 9. Should have been. 10. Should not have been. 11. Should not. 12. Such as we have. 13. Shall another. 14. Shall there be.

T.

1. That you may. 2. There has been. 3. This is the first time we have written him. 4. Trusting to hear from you at your earliest convenience.

W.

1. Will be there. 2. We are just in receipt of your favor. 3. We are in receipt of your esteemed letter. 4. We are very sorry to learn that you cannot come. 5. We are very much pleased to mail you our catalogue. 6. We are glad to be able to send you by express goods recently ordered. 7. We are mailing you our complete price list under separate cover. 8. We take pleasure in sending you complete samples. 9. We shall be pleased to give you any further information if you will write us fully just what your requirements are. 10. We enclose herewith quotations which

we trust will prove satisfactory to your firm. 11. We have now in stock a complete line of rubber goods. 12. We beg to call your attention to the very high quality of the goods manufactured by this concern. 13. We are glad to say. 14. We are pleased to say. 15. We take the liberty of calling your attention. 16. We again beg to remind you that your bill is still unpaid. 17. We thank you very much for your kindness. 18. We are surprised to learn of Smith & Co's recent failure. 19. We herewith mail you our check for \$850.00 in settlement of our account as per bill rendered on the first instant. 20. We can furnish you goods fob cars Phil. 21. We hope that these terms will be satisfactory to you. 22. We trust that you will continue to favor us with your orders. 23. We trust that you will give this matter your prompt attention, and thereby greatly oblige us. 24. We would be glad to have you ship our goods more promptly in the future. 25. We beg to state that any business with which you may favor us will receive careful attention. 26. We think there is no doubt that Dr. Smith will be here tomorrow. 27. We know there is some danger in this undertaking. 28. We think it will be all right for you to lay in a heavy stock of goods this month. 29. We shall be pleased to hear from you at any time. 30. We will try to see you on Friday or Saturday without fail. 31. We are very sorry to learn that you have been obliged to move. 32. Will you please let us hear from you as soon as possible. 33. We will try to be with you on Tuesday. 34. We have your telegram of this morning. 35. We shall therefore. 36. We will therefore. 37. We trust that this will not inconvenience you in the slightest manner. 38. We will call tomorrow for the purpose of submitting samples. 39. Will be found. 40. We do not know. 41. We trust that your reply will be satisfactory. 42. We are very sorry to know. 43. We hope you will be able to forward bill of lading the early part of next week. 44. Will you kindly notify us as soon as Mr. Harris arrives? 45. We will do ourselves the honor of calling on you soon. 46. We have been obliged to place your account in the hands of our lawyers. 47. We have just received your letter. 48. We will let you have the house on the first of the month. 49. We will try to do this for you. 50. We hand you herewith receipt in full of account. 51. We will be there tomorrow.

Y.

1. You understand. 2. You will therefore. 3. You may not be.
4. You will be careful. 5. You say there is. 6. You must be.
7. Your favor of recent date received this morning. 8. Your
letter just at hand. 9. Your esteemed letter. 10. Your bill of
last month has been settled. 11. Your indebtedness now amounts
to something like \$300.00. 12. Your order has been filed and
will be filled as soon as possible. 13. You can go. 14. You
shall have. 15. You may be sure. 16. You will not be. 17. You
should not be. 18. You will be satisfied. 19. You will be pleased
to hear that the property has been sold.

BUSINESS LETTERS

(See page 80 for Shorthand.)

1.

Gentlemen:

We thank you very much for the order enclosed in your esteemed favor of the 20th. Let us assure you that the same will have our best attention, and that we appreciate the confidence you seem to have in us. Shipment will be made to-morrow morning.

Yours truly,

2.

Gentlemen:

If perfectly satisfactory to yourselves, we shall be glad to be allowed to ship the goods you ordered about the 5th of next month instead of the middle of this month. If this is perfectly agreeable, kindly wire us at our expense.

Yours truly,

3.

Gentlemen:

We trust that the goods we are shipping by express to-day will arrive promptly and prove entirely satisfactory in every way. In accordance with your request, we have drawn on you through the First National Bank of Atlanta for \$500.00, which we trust will be satisfactory to you.

We understand that Mr. Jackson has gone to Philadelphia, and will not return to Atlanta before the first or middle of the week.

Yours truly,

4.

Gentlemen:

We have your esteemed favor of the 4th instant, and thank you very much for the liberal terms you so kindly offer us. We feel quite sure that we will be able to do considerable business for you in this locality. With your permission we will commence work at once.

Yours truly,

5.

Gentlemen:

Enclosed herewith please find your bill amounting to \$50.00, for which we would be very much pleased to receive your check by

return mail. This bill, as you certainly must know, is now long past due, and as we are greatly in need of money at the present time, we must insist that you pay same immediately.

Very truly yours,

6.

Gentlemen:

We respectfully beg to call your attention to the attached letters just received from our Macon agent, in order that you may take the matter up with the parties who are at fault.

Regarding the expense bills to which you refer, we beg to suggest that some special arrangement be made within the next week or two.

Yours truly,

7.

Dear Sir:

Replying to yours of the 20th instant, in which you ask us to run a regular advertisement in your paper, we must say that after a most thorough consideration of the matter we will be obliged to decline your kind offer, for the present at least.

Thanking you very much for your many courtesies, and for the many kind attentions you have shown us in the past, we are
Respectfully yours,

8.

Gentlemen:

We have your valued favor of the 27th ultimo, and would say in reply that we have sent bill for these goods before, but it seems that you pay no attention to our repeated requests for payment. It is, of course, possible that the bill failed to reach you, but this, in our opinion, is highly improbable. Will you be good enough to let us know exactly what you expect to do about the matter? We certainly can not wait any longer on you, and must insist that you write us at once, stating definitely what you intend to do.

Yours truly,

9.

Gentlemen:

We have your highly esteemed favor of the 10th, and in answer will state that after careful consideration of the matter, we have decided to accept your terms, and enclose herewith our check for \$800.

We take this occasion to thank you for the kind consideration you gave our Mr. Morris while he was in your city.

Trusting to hear from you in the near future regarding the Williamson matter, we are

Yours truly,

10.

Gentlemen:

In answer to your valued favor of the 10th instant, beg to say that it gives us very great pleasure to offer you the credit for which you ask. Rest assured that we will give you our very best terms and lowest prices. We will send you to-day by parcel-post, a large package, which contains a number of selected samples, and which we trust will prove serviceable to you in making out large orders.

Awaiting your further favors, and hoping that our future business relations will prove both pleasant and profitable, we are

Sincerely yours,

11.

Dear Sir:

I am this morning in receipt of your esteemed communication, and in answer beg to state that the gentleman you mention has not yet arranged for the commencement of the contemplated suit. Last week I received a letter asking if you would be in your office on Wednesday afternoon. If you will be there, kindly call us on telephone and we will come over and ascertain what your wishes are in this matter.

Yours truly,

12.

Dear Sir:

I am this morning in receipt of your highly esteemed favor of the 29th ultimo, and in reply beg to say that if you will kindly let me have a statement of the amount of your expenses incident to your recent visit to Atlanta, I will give same consideration at once and notify you as to whether or not same will be allowed. Would be very glad indeed to hear from you at your convenience, because I am anxious to close this matter up before the end of the year.

Yours truly,

13.

Gentlemen:

We have yours of the 10th instant, and in reply will say that just now we have in stock no coal that we think you could use

for manufacturing purposes. We will, however, be able to ship the anthracite coal sometime during the latter part of this month. We sincerely trust that you will be able to take at least two cars immediately, as we are very much pressed for space. We have an unusually large stock on hand without space in which to store it. Trusting that you will be able to make your arrangements to take five cars of soft coal within the next week or two, we are

Yours truly,

14.

Gentlemen:

Several days ago, you telephoned me that you would call at our office Saturday afternoon, and confer with us regarding the disposition you desire to make of your case against Harrison & Co., of Atlanta, Ga. It is barely possible that you called during my absence from the city. If you did, and can not arrange to call again, I would greatly appreciate it if you would kindly write me in regard to the matter as soon as possible.

Yours truly,

15.

Dear Sir:

We beg to acknowledge receipt of your highly esteemed favor of yesterday. We had not the slightest idea that the state of affairs you mention existed, and are exceedingly sorry that you have been unable to come to see us about Mr. Smith's unfortunate condition.

Mr. Moore writes us that he will be in the city to-morrow or the next day without fail. Could you make it convenient to come also? If you can, be sure to wire us as soon as you receive this communication, and we will meet you at our office sometime after three o'clock.

Yours truly,

16.

Dear Sir:

The gentleman that we had the pleasure of seeing yesterday is of the opinion that it will be quite impossible for him to pay the bill that he owes before the 20th of next month, or the first of December. We are very sorry that this is true, for we are very anxious to close the account up promptly at this time. We will state, however, that Mr. Williams, who was in our office this

morning, said he would call in a few days and try to pay everything he owes. We sincerely trust that this will be entirely satisfactory to you in every particular.

Yours truly,

17.

My Dear Sir:

Your letter of the 6th instant was received this morning. In reply, will say that we sent you by express to-day four barrels of potatoes, and if you desire us to do so, we will send more, either to-morrow or Thursday.

Referring to the other matter about which you inquire, will say that we will make an attempt to see Mr. Jackson as soon as possible.

If you need more money to purchase eggs or geese, kindly let us know at once, and we will arrange to furnish any amount you desire. Kindly communicate with us fully at your earliest convenience.

Yours truly,

18.

Gentlemen:

We have just received your valued favor of the 12th instant and in answer beg to inform you that we will commence suit against Williams & Co. sometime during the latter part of next month, or the first of November. If perfectly convenient would be very glad to have you call at our office sometime this week and talk the matter over with us. We are sure the details can be arranged satisfactorily to all parties when we have seen Mr. Johnson.

Yours truly,

19.

Gentlemen:

We have just received your letter of the 10th instant, and in reply beg to say that we are more than willing for you to do exactly what you wish in the matter. We will, however, endeavor to see you to-morrow or the next day without fail. We saw Mr. King Tuesday afternoon, and he said it would be impossible for him to make a financial success of the matter, unless he is able to induce some of the leading business men of New York to come to this city during the latter part of next month. We trust that this arrangement will be satisfactory to you.

Yours truly,

20.

My Dear Sir:

We have just received your highly esteemed favor of the 29th ultimo, and have noted contents of same with the greatest care. We fail completely to understand why our good friend, Mr. Harrison, has acted so strangely. If you can explain to him the position we have taken in this matter, we are quite sure he will understand that we were not to blame. Will you please make an attempt to see him at your earliest convenience, and after you have talked the matter over with him, wire us the result of your interview.

Yours truly,

21.

Gentlemen:

Yours of the 26th at hand this morning and contents of same very carefully noted. We very much regret to learn that you can not make your arrangements to be with us next week, but sincerely trust that you will be able to come to us about the 10th of next month, at any rate. Will you be kind enough to request Mr. Morris to send check to this office to balance his account? As you know, we have been waiting on him now for sometime, and unfortunately he does not seem inclined to do the correct thing by us. Please communicate with us at the earliest possible moment, and let us know exactly what you intend to do.

Very truly yours,

22.

Gentlemen:

Your letter of the 10th enclosing application of Mr. James Henderson of Macon, was received to-day. In reference to the application, beg to state that we know several worthy and capable persons who are exceedingly anxious to secure the position you mention. While we feel that we should give them consideration, we think, under the circumstances, it would be wise for us not to give the position to any one at present. We would advise you, however, to take the examination at once and be thoroughly prepared for business when we notify you we are ready for you to commence work, which will be sometime about the first of the month. Kindly ask Mr. Moore to come to see us when he arrives in the city, because the matter about which we desire to consult him is extremely important and can not well be delayed longer.

Wire us, if possible, on receipt of this communication, what you expect us to do with the Williams matter.

Yours truly,

23.

Dear Sir:

We are very sorry to say that it will be impossible for us to let you have more than \$600.00 this month. We have gone over the matter very carefully but find that the property is not worth more than \$800.00.

Yours truly,

24.

Dear Sir:

If the average man and woman will absorb and apply even half of the golden suggestions contained in these ten new books, the personal success which he or she may achieve in life is practically unlimited.

These long-needed books put into plain every-day language, the basic principles upon which the whole structure of mental efficiency rests. They build the personal requirements and explain the eternal truths, without a knowledge of which no great individual success is possible to anyone.

If your desire is for big financial reward—these books point out and train you in the qualities that will bring you more wealth.

If your ambition is for personal power and leadership—these books will inspire you with the qualities that will raise you to eminence.

Men and women who want more reward for their efforts, more leisure and more fun out of life, will be devoutly thankful for the privilege that is now extended to them of owning these great volumes. Each is written by a master hand whose steadfast purpose is to provide an unerring guide to his special study which has stood the test of time.

Once the very great value of these books is known the demand for them through regular trade channels will be immense. There is no doubt of this. To make them known and thus promote the demand for the books in the surest and most direct way—by “word-of-mouth” advertising, we are making a limited number of people the enclosed very liberal proposition. Let us hear from you.

Yours truly,

DECLARATION OF INDEPENDENCE

(See page 86 for Shorthand.)

When in the course of human events it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume, among the powers of the earth, the separate and equal station to which the laws of nature and Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident: That all men are created equal; that they are endowed by their Creator with certain inalienable rights; that among these are life, liberty, and the pursuit of happiness. That to secure these rights, governments are instituted among men, deriving their just powers from the consent of the governed: that whenever any form of government becomes destructive of these ends, it is the right of the people to alter or to abolish it, and to institute a new government, laying its foundation on such principles, and organizing its powers in such form as to them shall seem most likely to effect their safety and happiness. Prudence, indeed, will dictate that governments long established should not be changed for light and transient causes, and accordingly all experience hath shown that mankind are more disposed to suffer, while evils are sufferable, than to right themselves, by abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same object, evinces a design to reduce them under absolute despotism, it is their right, it is their duty, to throw off such government, and to provide new guards for their future security. Such has been the patient sufferance of these colonies, and such is now the necessity which constrains them to alter their former systems of government. The history of the present king of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute tyranny over these States. To prove this, let facts be submitted to a candid world:

He has refused his assent to laws the most wholesome and necessary for the public good.

He has forbidden his governors to pass laws of immediate and pressing importance, unless suspended in their operations

till his assent should be obtained; and when so suspended, he has utterly neglected to attend to them. He has refused to pass other laws for the accommodation of large districts of people, unless those people would relinquish the right of representation in the legislature—a right inestimable to them, and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the repository of the public records, for the sole purpose of fatiguing them into complying with his measures.

He has dissolved representative houses repeatedly for opposing, with manly firmness, his invasions on the rights of the people.

He has refused, for a long time after such dissolution, to cause others to be elected; whereby the legislative powers, incapable of annihilation have returned to the people at large for their exercise, the state remaining, in the meantime, exposed to all the dangers of invasion from without and convulsions from within.

He has endeavored to prevent the population of these States; for that purpose obstructing the laws of naturalization of foreigners; refusing to pass others to encourage their migration hither, and raising the conditions of new appropriations of lands.

He has obstructed the administration of justice by refusing his assent to laws for establishing judiciary powers.

He has made judges dependent on his will alone for the tenure of their offices and the amount and payment of their salaries.

He has erected a multitude of new offices, and sent hither swarms of officers to harass our people and eat out their substance.

He has kept among us in times of peace, standing armies, without the consent of our legislatures.

He has effected to render the military independent of, and superior to, the civil power.

He has combined with others to subject us to a jurisdiction foreign to our Constitution, and unacknowledged by our laws giving his assent to their pretended acts of legislation:

For quartering large bodies of armed troops among us:

For protecting them by a mock trial from punishment for any murders which they should commit on the inhabitants of these States:

For cutting off our trade with all parts of the world:

For imposing taxes on us without our consent:

For depriving us, in many cases, of the benefits of trial by jury:

For transporting us beyond seas to be tried for pretended offences:

For abolishing the free system of English laws in the neighboring province, establishing therein an arbitrary government, and enlarging its boundaries, so as to render it at once an example and fit instrument for introducing the same absolute rule into these colonies.

For taking away our charters, abolishing our most valuable laws, and altering, fundamentally, the forms of our government:

For suspending our own legislatures, and declaring themselves invested with power to legislate for us in all cases whatsoever.

He has abdicated government here by declaring us out of his protection and waging war against us.

He has plundered our seas, ravaged our coasts, burnt our towns, and destroyed the lives of our people.

He is at this time transporting large armies of foreign mercenaries to complete the works of death, desolation, and tyranny already begun, with circumstances of cruelty and perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the head of a civilized nation.

He has constrained our fellow-citizens, taken captive on the high seas, to bear arms against their country, to become the executioners of their friends and brethren, or to fall themselves by their hands.

He has excited domestic insurrections among us, and has endeavored to bring on the inhabitants of our frontiers the merciless Indian savages, whose known rule of warfare is an undistinguished destruction of all ages, sexes and conditions.

In every stage of these oppressions we have petitioned for redress in the most humble terms; our repeated petitions have been answered only by repeated injury. A prince whose character is thus marked by every act which may define a tyrant is unfit to be the ruler of a free people.

Nor have we been wanting in attention to our British brethren. We have warned them, from time to time, of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which

would inevitably interrupt our connections and correspondence. They, too, have been deaf to the voice of justice and consanguinity. We must, therefore, acquiesce in the necessity which denounces our separation, and hold them, as we hold the rest of mankind, enemies in war, in peace friends.

We, therefore, the representatives of the United States of America, in General Congress assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the name and by the authority of the good people of these colonies, solemnly publish and declare, that these United Colonies are, and of right ought to be, free and independent States; that they are absolved from all allegiance to the British Crown, and that all political connection between them and the State of Great Britain is, and ought to be, totally dissolved; and that as free and independent States, they have full power to levy war, conclude peace, contract alliances, establish commerce, and do all other acts and things, which independent States may of right do. And for the support of this declaration, with a firm reliance on the protection of Divine Providence, we mutually pledge to each other our lives, our fortunes, and our sacred honor.

That which made these men cannot die. The hand that traced the charter of Independence is, indeed, motionless; the eloquent lips that sustained it are hushed; but the lofty spirits that conceived, resolved, and maintained it, these cannot die.—EDWARD EVERETT.

And what were the *women* of the United States in the struggle of the Revolution? When the soldiers were destitute of clothing, or sick, or in prison, from whence did relief come? From the hearts where patriotism erects her favorite shrine, and from the hand which is seldom withdrawn when the soldier is in need. The voice of our history speaks trumpet-tongued of the daring and intrepid spirit of patriotism burning in the bosoms of the women of that day.—JOHN QUINCY ADAMS.

CRICHTON'S PHONO-SYLLABIC METHOD

WORD AND SIGN DICTIONARY

A

abandoned
abundant
ability
able
abolish
above
absolutely
abstract
accede
(exceed)
accepted
(excepted)
accident
accordance
accommodate
accommodation
accorded
accordingly
accomplish
accounts
accountant
accrued
accurate
accumulate
accusation
acknowledge
achievable
acquaint
acquiring
acquired
accompanied
acquisition
actionable
active
actual
added
additional
adequately
adherence
adjourn
adjusted
adjustment
admirable
administered
administrator
admissible
administration
admittance
admirer
advance
advisability
advantageous
affords
affected

affidavit
afflict
affluence
aforesaid
agent
aggravating
aggravate
aggression
agreeable
agriculture
alarm
allegation
altitude
(latitude)
allowance
American
amendment
amicable
ample
analysis
angles
annealing
announcement
announcing
annual
annex
anticipated
anticipating
antique
anthracite
anxious
anxiously
apology
appalling
apparent
appearance
apart
append
application
applicant
apples
appliances
appointment
appreciate
April
approval
approved
(proved)
approbation
appreciating
apprehend
apprised
argument
around
arrangement
arrive
arrival

artillery
 article
 artificial
 asbestos
 ascertain
 assessing
 assembled
 assignee
 assignor
 assignment
 assigns
 assist
 assessed
 assorted
 assortment
 associated
 associations
 assurance
 assumed
 attainment
 attorney
 attractive
 auditor
 auditorium
 authorized
 authentic
 authority
 automatic
 automobile
 auxiliary
 available
 (valuable)
 average

B.

bachelor
 balances
 bakery
 bankruptcy
 bargain
 barrels
 battery
 battle
 beautifully
 bearer
 beforehand
 before
 beginning
 behalf
 beheld
 behold
 benefits
 beneficiary
 berth
 beverage
 beveled

bicycle
 billets
 biography
 birthday
 bituminous
 blunder
 boards
 boilers
 boots
 book-seller
 book-store
 brand-new
 breadth
 bridal
 brittle
 brightness
 bulged
 buried
 bushels
 button
 butcher

C.

calamity
 calculation
 calculate
 calendar
 canary
 cancel
 cancelling
 candid
 canvassing
 capacity
 capital
 capable
 carefully
 carry
 carrier
 carried
 carload
 cardboard
 carelessness
 catalogue
 catastrophe
 cedar
 celebrated
 celluloid
 center
 certainly
 cereal
 ceremony
 certificate
 certified
 champion
 chamber
 change

chances
 charges
 character
 chattel
 cheerfully
 cherries
 child
 chocolate
 choicest
 cigar
 cigarette
 circuit
 circular
 circulation
 circularize
 classified
 clients
 clutches
 coinciding
 collect
 collection
 collector
 colored
 combination
 comfortable
 commands
 commensurate
 comments
 commercial
 commencement
 commission
 commit
 common
 communicate
 communication
 communities
 compare
 comparison
 compartments
 competing
 competition
 compensation
 competitors
 compelled
 complainants
 complaint
 completely
 compliance
 complicates
 comprehensive
 compressed
 compute
 concession
 concerning
 concurrence
 conclusion
 conditional

conference
 conferred
 confident
 confidential
 confirmation
 confidently
 confirmed
 conflict
 congenial
 congestion
 congratulate
 connection
 connected
 conscious
 consented
 conservative
 consequently
 consigned
 consignee
 consigns
 consignment
 consistent
 consideration
 consists
 consignor
 constant
 constable
 constituency
 construe
 consumption
 consumers
 consult
 consulting
 containable
 contemplated
 continued
 continental
 continuous
 continues
 contingent
 continuance
 contracts
 controversy
 contradict
 contrary
 contrivances
 contribute
 convenience
 conveyed
 conveniently
 convention
 convince
 convinced
 coolers
 co-operation
 copyrighted
 cornered

correct
correspondence
correction
correspond
courtesy
country
county
council
coupler
covering
covenant
cracks
credited
critically
criticism
crockery
crooked
crushed
culminate
cultivated
cultivator
curious
curly
current
curtall
cuspidor
customer
customary
cutting
cutter

D.

dated
dairy
damasks
damaged
danger
deadhead
dealer
debilitate
debtor
deceased
(diseased)
decidedly
decision
dedicate
detect
declaration
decree
deduction
deducting
defaulter
defects
defective
defendant
defense

delicate
deficiency
definite
degenerate
delayed
delegation
delinquent
delivery
demandable
demonstrate
demonstration
demurrage
demurrer
denote
department
departure
depending
deposit
depository
deprived
describing
description
desire
desirous
design
destination
designated
desolation
destructive
destroyed
destined
destruction
details
detain
determining
devastation
developing
development
devices
diameter
diffident
diligence
direct
directory
direction
disadvantage
disappeared
discern
discount
discounted
discourage
discommode
discovered
discrepancy
disease
dismissal
disposal

disposition
 disregard
 distinction
 distinctly
 distribute
 distribution
 district
 distress
 disturbed
 divert
 divers
 diversion
 divide
 division
 dividend
 divulge
 domestic
 doubtful
 doubtless
 draft
 draftsman
 dramatical
 driven
 dropped
 duchess
 duplex
 duplicate
 duplication
 duplicity
 durable

E.

earliest
 earnestly
 easily
 eastern
 eccentric
 eclipse
 economical
 edging
 editor
 editorial
 efficient
 egotistical
 elastic
 elaborate
 electric
 electricity
 electrotpe
 eliminate
 element
 elliptical
 embark
 embarrassment
 emergency
 eminent

emigrate
 emolument
 enameling
 encourage
 encyclopedia
 endeavor
 endowment
 energetic
 enforce
 engineer
 engraving
 enjoyable
 enlighten
 enormously
 enroll
 ensue
 entails
 entered
 entertain
 enterprise
 entirely
 entitled
 entrance
 entrusted
 enthusiastic
 envelope
 enviously
 equipped
 equipment
 equity
 eradicate
 erratic
 error
 (rear)
 eruption
 especial
 especially
 esquire
 (square)
 essential
 estate
 establishment
 esteem
 estimate
 estimation
 eternity
 ethically
 eulogize
 even
 evince
 evinced
 evidently
 evil
 exactly
 exaggerate
 exceedingly
 excellent

except
 exception
 excite
 exceptional
 exclaim
 exchange
 exchangeable
 exclusively
 excusable
 executed
 exempt
 exercise
 examination
 exhaust
 exhibit
 exhibition
 existing
 existence
 expand
 expound
 expected
 expectation
 experience
 expensive
 expire
 expiration
 explained
 explanation
 explanatory
 explicitly
 exposition
 exquisitely
 extends
 extensively
 exterior
 extinguish
 extract
 extremely
 eye-lid
 eyewitness
 eyesight
 eyeglasses

F.

facilities
 factory
 failure
 fair
 family
 fanatic
 familiar
 fancied
 farmer
 (former)
 farthest
 fashionable

fastest
 fastened
 father
 favored
 favorite
 feasible
 feature
 fence
 fenced
 feeling
 figure
 field
 fiercely
 finally
 finely
 finest
 financing
 financially
 fitting
 fixture
 flanges
 flax
 flexible
 flickering
 flooring
 fluctuate
 fluency
 folder
 folded
 folio
 footboard
 forbear
 forbearance
 foreman
 foreign
 foreclosure
 forfeited
 forged
 formal
 formidable
 forthcoming
 fortunes
 fortunate
 forward
 forwarded
 foundry
 frank
 frequently
 French
 friction
 frozen
 fruit
 fulfills
 furiously
 furnace
 furnishes
 furniture

G.

gallon
galvanize
garden
(guardian)
gasoline
gazetteer
gear
geared
geological
geographic
geometry
generated
generator
generosity
genuine
German
glance
glassware
glazed
glove
gondola
government
granted
granite
(grand)
granulated
gravity
gratified
grievance
grocer
grocery
grower
guarantee
guaranteed
guaranteeing
guitar

H.

habit
hampered
handful
handled
handling
handsome
handsomely
hardly
hardware
harp
harvester
headquarters
heavier
height
hemlock

herald
hereafter
herein
hereby
hereon
herculean
hearsay
herewith
heroes
heretofore
heroism
hesitate
hesitancy
hickory
higher
highly
hilarious
hinder
history
(mystery)
historic
holding
homeless
honorable
honored
hopelessly
horizontal
horribly
human
humbly
hundreds
hurriedly
hydraulics

I.

idea
identified
identical
ignition
ignorance
ignore
illegal
illuminate
illustrate
immensely
immediate
imitate
impairs
impartial
impassable
imperfect
imperative
impertinent
impossibility
immigrate
(emigrate)

immovable
 imminent
 import
 impression
 imprint
 improvement
 inaugurate
 inasmuch
 inattention
 inability
 incentive
 inclined
 incompatible
 incomplete
 inclusive
 increased
 incontestable
 incident
 incision
 incorrect
 incumbrance
 indication
 indicate
 indigestible
 indebted
 indicated
 indispensable
 indefinitely
 independent
 indisposition
 individual
 indebtedness
 indorser
 inevitably
 infamous
 infirm
 informed
 inferior
 information
 ingenuity
 inhabit
 initial
 injector
 injudicious
 injury
 injurious
 inland
 inscribe
 inscription
 instruction
 inside
 instruct
 inspecting
 installment
 instrument
 instances
 installing

insanity
 insisted
 insolence
 insurance
 instructive
 insertion
 inspector
 inspection
 inspire
 insufficient
 intellectual
 intend
 intended
 intense
 interchange
 interest
 interested
 interfere
 intersperse
 interrupt
 investor
 interview
 intimately
 investment
 intolerant
 inventory
 invariably
 investigate
 invitation
 involved
 intelligently
 irregular
 irremovable
 irrigate
 issue
 ivory

J.

jail
 jewelry
 judgment
 judicial
 judiciously
 journal
 jurisdiction
 justified
 justification

K.

keenly
 kicked
 kindest
 kindling
 kneel
 knowledge

L.

laboratory
 latest
 latitude
 launch
 laundry
 lawyer
 landlord
 left-hand
 legislation
 legitimate
 legislator
 legislature
 leisure
 lengthy
 lenient
 lever
 liability
 liberal
 lens
 lieu
 lighter
 lightening
 lined
 liquor
 liquidation
 literature
 lithographed
 litigation
 locate
 locality
 locomotives
 lordship
 loudly
 lower
 lowered
 lubricator
 lubricating
 lumber
 luncheon

M.

machinery
 machine
 machinist
 magic
 magnificent
 magazine
 magnetic
 magnify
 mahogany
 magnitude
 majority
 maintenance

mantels
 management
 manhood
 Manila
 manifest
 manifold
 manufacture
 manufacturer
 manipulate
 manual
 manuscript
 margins
 market
 marked
 masculine
 masterly
 material
 mature
 maturity
 maximum
 meal
 meanest
 meantime
 meanwhile
 measure
 measurement
 medical
 medicine
 meditate
 medium
 membership
 memoranda
 memorandum
 mental
 mention
 merchant
 mercantile
 messenger
 meridian
 method
 methodical
 metropolis
 metropolitan
 middlings
 millionaire
 militia
 minerals
 mindful
 minimum
 mirror
 mischievous
 misplaced
 model
 moderate
 modification
 monetary
 momentous

monthly
morality
mortise
mortgage
mostly
moulding
motion
mountain
mousseline
mucilage
mutual
mutually
mutton
mutter
mysterious

N.

narrated
narrowest
national
nature
naturally
navigation
nearest
necessarily
necessity
necessitate
neglect
negligence
negotiate
negotiation
neighborhood
neuralgia
nevertheless
non-resident
northern
notary
notoriously
notation
nobody
notwithstanding
nozzle
noxious
numerous

O.

obedient
obligation
obtain
obtainable
obscure
observe
obstruct
occurrence
occupy







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official
omitted
onion
operator
operation
oppressive
option
oration
orange
orchard
order
ordered
ordinary
organize
original
originally
originate
originated
ornamental
otherwise
ourselves
outfit
outline
outlined
outsider
overcame
overcharge
overcome
overdone
overload
over-ride
overtake
overlook
oversight
overdone
overwhelming
ownership
oyster

P.














































pamphlet
panel
paneled
pardon
parallel
paralysis
parties
parlor
partnership
part
(apart)
parliament
parted
particular
partly


























































passenger
 patience
 pattern
 patron
 patronage
 patronized
 paused
 peddling
 peaceful
 peculiar
 peerless
 peculiarity
 per annum
 percent
 percentage
 perceptible
 performance
 perishable
 period
 permitted
 perpendicular
 permanent
 persecute
 persevere
 personal
 personally
 persuade
 pertaining
 perusal
 pharmacy
 physician
 phonograph
 physical
 piano
 picture
 pious
 plaintiff
 plagiarism
 plainly
 planks
 plantation
 plastered
 plentiful
 policies
 political
 polished
 popularity
 portable
 positively
 possessed
 possession
 possibility
 postal-card
 postmaster
 potato
 poverty
 practically

precaution
 precision
 preferred
 preferring
 preference
 prefer
 preferable
 preliminary
 premium
 premises
 prejudice
 prepared
 prepaid
 prescribed
 prescription
 prevent
 presently
 presumption
 previous
 previously
 prevailing
 private
 princes
 princess
 probably
 probability
 probate
 procession
 procure
 product
 production
 professional
 profit
 profitable
 progress
 prominent
 promissory
 prompted
 promoter
 prominently
 proportion
 property
 proposition
 prospect
 prospectus
 prosecute
 protection
 protestation
 provided
 providence
 proximo
 publication
 pumped
 purposes
 pure
 poor
 pursuant

quality 
 quality 
 quantities 
 quarter 
 quicker 
 quotation 

R.

railway 
 railroad 
 rapidly 
 rare 
 ratify 
 rarely 
 realizing 
 rational 
 receipt 
 reared 
 receivership 
 reciprocate 
 resume 
 recently 
 recollection 
 recommend 
 recommendation 
 recognition 
 recognize 
 reconcile 
 reconsideration 
 records 
 recurrence 
 reenforce 
 recover 
 rectify 
 redemption 
 refrain 
 reddish 
 referred 
 reference 
 refined 
 reflector 
 refinery 
 reflection 
 reimburse 
 refuge 
 refrigerator 
 refund 
 refunded 
 regular 
 regulation 
 regulator 
 reject 
 relative 

relation 
 relationship 
 release 
 relief 
 relieve 
 released 
 reliable 
 relinquish 
 reliance 
 remind 
 remonstrate 
 remarkably 
 remittance 
 removable 
 renew 
 renewal 
 remedy 
 renounce 
 render 
 rendered 
 rent 
 rented 
 rental 
 repair 
 repetition 
 representative 
 represented 
 representation 
 reproduction 
 reputable 
 require 
 required 
 requirement 
 requisite 
 request 
 requested 
 resemblance 
 reserve 
 reservoir 
 resistible 
 reside 
 respective 
 respectively 
 resident 
 residences 
 restaurant 
 restrain 
 responsibility 
 restrict 
 retail 
 result 
 resulted 
 retain 
 retainer 
 retained 
 retailer 
 retard 

retire
reunion
returned
reverberate
revolutionize
revenue
right-hand
reward
roller
ridiculous
rosewood
rural

S.

sacred
sacrilegious
salt
sash
sanitary
sassafras
satisfied
satisfaction
Saturday
sausage
scarcely
scandalize
scales
scarfs
schedule
scientific
scissors
seasoned
search
scoundrel
screwdriver
secret
secondhand
secretary
secure
security
securing
secured
select
seemingly
selves
semi-annually
seizure
seize
sender
seldom
sentinel
sensation
separate
sensible
sentence
sentiment

services
serviceable
settlement
shearing
shelves
shingles
shipper
shortest
shortly
shortage
shoulders
shrinkage
signally
signed
silent
sincerely
sincerity
similarity
single
sister
situated
situation
size
school
skillful
slice
slander
slightly
slightest
smart
smelting
soberly
soldier
solicit
solicitation
solicitor
solid
solicitude
somebody
source
somehow
something
southern
somewhere
sometime
somewhat
special
specially
specialist
souvenir
specification
spasmodic
specified
speculation
specialties
spiral
squabble

squander
splendid
squarely

squire
split
stagger

star
start
started

starch
standard
statement

standardized
starve
stated

stationary
statistics
stamped

statutes
stability
steady

steamboat
stenographer
stenography

stencil
sternly
stools

stipulation
stickle
store

stored
stiffen
stimulate

stimulant
stuff
stipulate

strawberries
storage
straight

stretched
straighten
straightforward

strategy
strips
strictly

strength
submit
structure

student
stylish
submissive

successful
succession
successor

suddenly
sufficient
suffrage

summary
summer
suicide

superintendent
superiority
supersede

superstition
supplement
supervise

supremacy
surmount
surprise

suspension
surprised
suspend

suspicion
sweetest
swindle

synonymous
symmetry
systematize

telegram
telegraph
temporary

tenants
terminal
terrible

territory
therein
thereon

tires
title
township

traffic
transaction
transferred

translucent
transport
transportation

treated
transposed
treatment

transit
traveling
tremendous


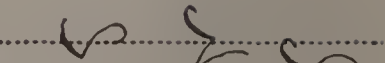
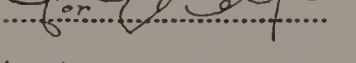
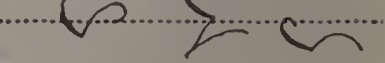
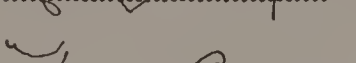
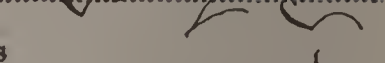
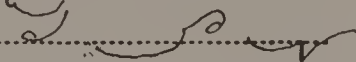

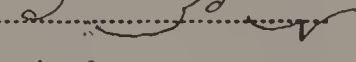


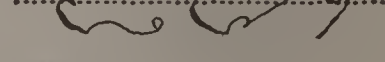


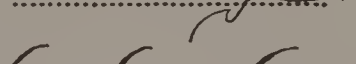
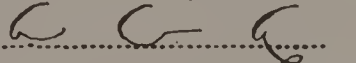

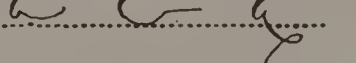
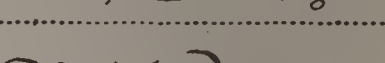




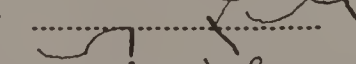

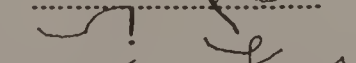
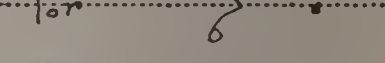

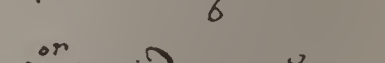

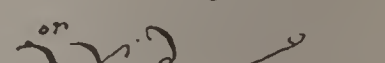



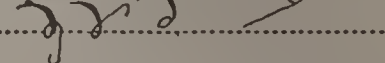

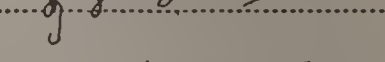

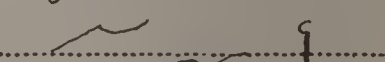

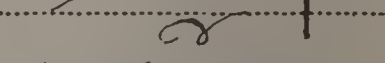

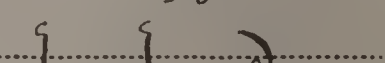

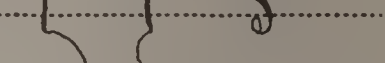


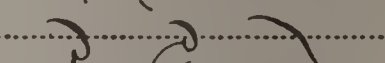



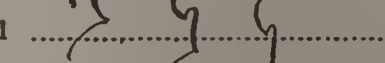




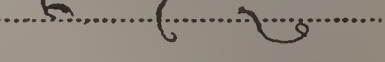
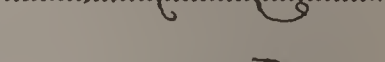


trimmed
tonnage
twisted

trustworthy
twisting
tweezers

ultimately
unavoidable
(inevitable)

T.

U.

| | | | |
|----------------|---|-------------|--|
| unauthorized |  | violation |  |
| uncertainty |  | virtually |  |
| unclaimed |  | volume |  |
| unconscious |  | voluminous |  |
| underwriters |  | voluntary |  |
| undoubtedly |  | voucher |  |
| unequalled |  | | |
| unfortunately |  | | |
| unheard |  | | |
| union |  | wagon |  |
| unique |  | wanting |  |
| universal |  | warehouse |  |
| unloading |  | warranty |  |
| unquestionably |  | waybills |  |
| unreasonable |  | wedding |  |
| unreliable |  | weird |  |
| unsatisfactory |  | western |  |
| unsurpassed |  | wheels |  |
| untle |  | whereas |  |
| upholster |  | wherein |  |
| | | wholesale |  |
| | | widow |  |
| | | widower |  |
| | | width |  |
| | | wines |  |
| | | window |  |
| | | windlass |  |
| | | winter |  |
| | | withal |  |
| | | withdrawal |  |
| | | withdrew |  |
| | | withheld |  |
| | | within |  |
| | | witness |  |
| | | witnesseth |  |
| | | women |  |
| | | wonderful |  |
| | | workmanship |  |
| | | worthless |  |
| | | worthy |  |
| | | worth |  |
| | | wreath |  |
| | | word |  |

LC FT. MEADE



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